

From
Prema S
44, Poonamalle Road,
Chennai, TN,
India.

To
The bank manager,
Karur Vysya Bank,
Poonamalle Branch
Chennai, TN,
India.

Sir,
Sub:- Request to sanction loan against my salary
I hope you know I am your honest customer since last 07 years. My
monthly salary is regularly deposited in my account number _____
[Write your account number] by the company, _____ [Write the
name of the company] in which I am currently working. I have been
maintaining a good balance in my account from the day I became your
customer. I am in huge financial need now. Hence I would like to request
here you to kindly sanction me an amount of Rs. 5,00,000/- (Five lacs) as a
loan. I have hereby attached the required documents as instructed by you
earlier. I read and understand all the terms and conditions of the bank.
Awaiting a positive news from you!

Date: 02-12-2014
Place: KYB, Chennai

Yours Sincerely,
[Signature]
Prema S

Enclosures:

1. Address proof (May be ration card xerox, voter ID, driving licence, etc)
2. Bank account statement (last 10 transactions)
3. Other documents required by bank