<u>Authority Letter</u>

Date: _____

To
The Customer Service Officer
Retail Loan Service Center
HDFC Bank Ltd,
<u><Location Name></u>

<u>Subject:  Loan Account No. _____</u>

Dear Sir / Madam,

I/ We, the undersigned have availed of a _____  <Name of Product>
loan with your bank.

In this regard, I/We, hereby authorize Mr./Ms.  _____
<Name of Representative> to interact on my/our behalf with the Customer Service Staff to collect deliverables
/handover payments as required and selected below from the Bank:

O  Repayment Schedule        O Statement of Accounts        O Original RC Book
O NOC to RTO/Insurance for loan Closures              O NOC for Insurance Claim
O Interest Certificate          O Swapping of Repayment Instructions
O Foreclosure Statement        O Foreclosure Payment        O Part Prepayment Payment
O Any Other Document _____

I /We confirm that I /We have not received the said document and hence have requested for the same.

I/We am/are aware of the charges to be remitted to the Bank, where applicable for the said request.

I /We have enclosed Cheque No._____ favoring "HDFC Bank Limited Loan Account No. _____" for
Rs._____

A copy of my/our identity cum Signature Proof, duly self attested by me/us along with that of my /our
representative is attached herewith.

 Thanking you
Yours truly,


_____        _____
Customer Name, Signature and Contact No        Bearer Name and Signature



                                                _____
                                                Above Bearer's signature duly attested by
                                                Me/us (Customer to sign here)