

The Secretary
IEC&TS LTD
New Delhi

Sub: Settlement of loan – Regn No.....

I had taken a loan of Rs.....from the Society in.....
Out of this an amount of Rs..... (principle + interest) is outstanding as on
date. Since I am not in need of this loan any more, I wish to settle my loan account.

Please find enclosed a cheque bearing No.....dated.....for
Rs.....on IOB towards settlement of my loan.

Kindly inform Manager/Accts/Salary not to deduct the instalment of my regular loan
w.e.f.....

Yours truly,

Sign

NAME

Employee Code