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.....

(Name & Address of the Financial Agency)

Dear Sir,

HOME LOAN ACCOUNT NO.
IN THE NAME OF SHRI

This has reference to the loan of Rs..... (Rupees) availed of by me/us for construction/purchase/ extension/renovation/repairs (delete whichever is not applicable) on property situated at Please confirm the total outstanding amount due and payable by me/us to you in the above account as on (prospective month & date).

Your dues under the above loan would be repaid by the State Bank of India,branch and upon payment of which, I/we authorise you to deliver all the title deeds deposited with you by way of mortgage by deposit of the title deeds as specifically stated in Schedule 'A' hereunder together with all other securities furnished by me/us which are specifically stated in Schedule 'B' hereunder (delete if not applicable) to you at the time of availing the captioned loan, to the authorised representative of State Bank of India, branch. You are requested to hand over any other documents/title deeds held by you on my/our behalf to the said representative of State Bank of India.

I/We also authorise you to disclose information with regard to the above loan to State Bank of India, as may be desired by them. A statement of the loan account may also be furnished to them.

Please note that on receipt of such payment, all charges including the mortgage created in your favour would be deemed to have been redeemed and/or discharged.

Thanking you,

Yours faithfully,

(.....)

Schedule - 'A'

Schedule - 'B'

.....
.....

(Name and address of the F.A.)

No.

Dated.....

HOUSING FINANCE
MR./MRS./MS./
HOME LOAN ACCOUNT NO.....
WITH YOUR INSTITUTION

We forward herewith a copy of letter dated addressed to you by Mr./Mrs./Ms..... advising you to deliver the title deeds of the property mortgaged to you and detailed therein, together with all other securities as stated therein, in connection with the captioned loan account, to State Bank of India branch, upon receipt of the outstanding dues on the captioned account.

- a) Enclosed is our Bankers cheque for Rs..... drawn in your favour being the outstanding dues of your Institution as on in respect of the captioned loan account in full and final satisfaction thereof.
- b) Please note that this amount of Rs..... is to be specifically appropriated towards liquidation of dues in the captioned Home Loan account of Mr./Mrs./Ms..... It should not be appropriated by you towards or set off against any other debt or liability due or owing to you by Mr./Mrs./Ms..... (name of the borrower).
- c) It may also please be noted that our Bank has right to call back the amount if you fail to deliver the original title deeds and the securities as stated above to Shri an official in SBIBranch, who has been authorised to receive the said documents/title deeds/securities.
- d) Signature of Shri hereunder is attested.

Yours faithfully,
Signature of Shri.....

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(attested by Branch Manager)

Encl. - 1. Letter Copy
2. Bankers Cheque.