**Sample Templates**

To,

**«Appl\_Name»**

File No.: **«File\_Number»**

Reference No.: **«RefLetter\_Ref\_Number»**

Agreement Number: **«Loan\_No»**

|  |  |
| --- | --- |
| **Copy to:**  **«Appl\_Name» (Applicant)**  **S/O or D/O or W/O «APPL\_FATHERNAME»**  «APPL\_ADDRESS\_\_\_PART\_1»  **«Co\_Borrower\_Name» «CoApplicant\_1»**  **«S\_\_W\_\_H\_CB1» «CO\_FATHERNAME1»**  «COB\_ADDRESS\_\_\_PART\_1»  **«COBORROWER\_2» «CoApplicant\_2»**  **«S\_\_W\_\_H\_CB2» «CO\_FATHERNAME2»**  «COB\_ADDRESS\_\_\_PART\_2»  **«CoBorrower\_3» «CoApplicant\_3»**  **«S\_\_W\_\_H\_CB3» «Co\_Fathername3»**  «Cob\_Address\_\_\_Part\_3»  **«CoBorrower\_4» «CoApplicant\_4»**  **«S\_\_W\_\_H\_CB4» «Co\_Fathername4»**  «Cob\_Address\_\_\_Part\_4»  **«CoBorrower\_5» «CoApplicant\_5»**  **«S\_\_W\_\_H\_CB5» «Co\_Fathername5»**  «Cob\_Address\_\_\_Part\_5»  **«CoBorrower\_6» «CoApplicant\_6»**  **«S\_\_W\_\_H\_CB6» «Co\_Fathername6»**  «Cob\_Address\_\_\_Part\_6»  **«CoBorrower\_7» «CoApplicant\_7»**  **«S\_\_W\_\_H\_CB7» «Co\_Fathername7»**  «Cob\_Address\_\_\_Part\_7»  **«Guar\_Name\_1» «Guarantor\_1»**  **«S\_\_W\_\_H\_GUAR» «Guar\_Fathername\_1»**  «Guar\_Address\_\_\_Part\_1» | **…Respondent/(s)** |

Ref: In the Matter of Arbitration between

|  |  |
| --- | --- |
| **«Appl\_Name»** & Ors | …Claimant |
|  |  |
|  | ….Respondent/(s) |

Sir,

This is a mail template Contains the loan agreement No **«Loan\_No»**.

Loan Amount **«FCL\_Amount»**/- (**«FCL\_Amount\_in\_words»**) is due and payable by the Respondent to the Claimant, as per the terms and conditions of Loan Agreement executed between the Claimant and Respondent/(s).