

Date: _____

To,
The Manager,
PNB Housing Finance Limited,
_____ Branch.

Subject: Request for downsizing Loan Account No. -

Dear Sir/Madam,

I/ We _____ have availed a loan amount of Rs. _____ from PNBHFL _____ Branch. As on date the total amount disbursed is Rs. _____ and Rs. _____ is un-availed disbursement amount.

This is to inform you that I/we do not need further disbursement and request you to downsize the loan amount to Rs. _____ and start EMI.

Thanking you.

Yours faithfully

Name and Signature of Borrower(s)