

## Authority Letter

Date: \_\_\_\_\_

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

Subject: Loan Account No. \_\_\_\_\_

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:

<input type="checkbox"/> Repayment Schedule	<input type="checkbox"/> Statement of Accounts	<input type="checkbox"/> Original RC Book
<input type="checkbox"/> NOC to RTO/Insurance for loan Closures		<input type="checkbox"/> NOC for Insurance Claim
<input type="checkbox"/> Interest Certificate	<input type="checkbox"/> Swapping of Repayment Instructions	
<input type="checkbox"/> Foreclosure Statement	<input type="checkbox"/> Foreclosure Payment	<input type="checkbox"/> Part Prepayment Payment
<input type="checkbox"/> 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)