

# DISBURSEMENT REQUEST LETTER

From: \_\_\_\_\_

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

To,

HDFC BANK LIMITED  
HDFC Bank House,  
Senapati Bapat Marg,  
Lower Parel,  
Mumbai 400 013

**Sub: Disbursement Of Loan**

**Ref File No:** \_\_\_\_\_

Dear Sir ,

I / We have been sanctioned a loan of Rs. \_\_\_\_\_ .

I / We hereby request you to release \_\_\_\_\_ (1st/2nd/3rd/4th/...) disbursement of Rs. \_\_\_\_\_ by way of cheque / demand draft.

The cheque /demand draft for this disbursement should be drawn in favour of \_\_\_\_\_

\_\_\_\_\_ (Builder / Seller / Co-operative Society) , Account No. \_\_\_\_\_ (Savings / Current) ,

\_\_\_\_\_ (Name of the Bank) , \_\_\_\_\_ (Branch ) , and payable at \_\_\_\_\_ (Place) .

I / We would like to avail the facility of :

A post dated disbursement cheque bearing a date of \_\_\_\_\_ and would like to collect the cheque on \_\_\_\_\_ .

A normal cheque / demand draft facility. Kindly let me know the date of collecting the said disbursement cheque / demand draft.

(Tick depending on your requirement in the box above.)

The present stage of construction is \_\_\_\_\_ . I/ We are enclosing herewith the demand letter from the Builder / Architect's Certificate / Photographs along with the earlier receipts of payments issued to me /us by \_\_\_\_\_ (Builder / Seller / Co-operative Society) .

*"I/We are aware that tax @ 1% has to be deducted on any amount paid by me/us to the seller/builder as the cost of property exceeds Rs 50 lacs. I We would arrange to deposit the TDS with the appropriate authorities and submit the proof of the same to HDFC BANK LIMITED as and when called up to do so"*

Yours Faithfully,

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Co-Applicant)