

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 _____ disbursement of Rs. _____ by way
(1st/2nd/3rd/4th/...) _____
of cheque / demand draft.

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

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

_____, and payable at _____
(Name of the Bank) _____ (Branch) _____ (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 as and when called up to do so"*

Yours Faithfully,

(Applicant)

(Co-Applicant)