

Date:

To, The Manager

HDFC Bank Ltd

Gold Loans Department

Dear Sir,

Sub: Request for Partial / Margin Payment my Gold Loan a/c # _____.

With respect to my above account held with your bank, I hereby authorize Mr. _____, who is my _____ (Mention relation) to make Partial / Margin Payment of the Gold loan on my behalf.

I am unable to visit your office personally & make Partial / Margin Payment of the Gold loan for the following reason _____.

My authorized person would be carrying his/her photo identity proof in original for verification at your end.

I hereby attest the signature of Mr. _____ below & request you to process my request.

Name & Signature of Authority Holder

1. _____ (xx)

Thanking you.

Yours sincerely

(x)

Name & Signature of Borrower