

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)