

To

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

The Branch Manager  
HDFC LIMITED  
Hyderabad

Subject: Authority to collect the Disbursement Cheque.

Loan A/c No: \_\_\_\_\_

Name: \_\_\_\_\_

Dear Sir/Madam

I have been sanctioned a Housing Loan vide the above mentioned file no, wherein I have submitted the documents for the First/Subsequent disbursement of the loan.

I am aware that the Cheque No. \_\_\_\_\_ is ready for the disbursement of the loan, as per my request vide the request letter dated \_\_\_\_\_.

As I am unable to collect the disbursement cheque personally, I authorize Mr/Ms/Mrs \_\_\_\_\_ to collect the above cheque on my behalf. The signature of the authorized person is attested herewith.

I am also enclosing the required documents and the PEMI/EMI cheque/ECS form for the purpose of the interest or the EMI whichever is applicable to the said disbursement and further payments.

Thanking You

Yours sincerely

X

**Authorised  
Person**

X

**Borrower**

X

**Borrower/Co-Borrower**

**Attested**

Note: The authorized person should carry a copy and original of his/her ID proof as a KYC document)