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Loan Account No.....

This is to inform you that I wish to settle my above Personal Loan taken from your bank. Please be kind enough to debit my Savings/Current Account No.....for the amount outstanding together with any interest and charges if applicable.

I also request you to send me a letter detailing the full recovery of my above loan and to send a copy to The Manager, Consumer Loans, National Development Bank Limited, No.40 Nawam Mawatha, Colombo 02.

Your early attention in this regard is highly appreciated.

Thank You.

Yours Faithfully,

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