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Company Loans.....

This is to inform you that I wish to settle the above Loan taken from the company

Please be kind enough to recover the full outstanding amount together with any interest and charges if applicable.

I also request you to send me a letter confirming the full recovery of the above loan and to send a copy to The Manager, Consumer Loans, National Development Bank PLC, No 103A, Dharmapala Mawatha, Colombo 07.

Your early attention in this regard is highly appreciated.

Thanking You.

Yours Faithfully,

.....
(Signature of the Borrower)

Name