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Hire Purchase Account No.....

This is to inform you that I wish to settle my above Hire Purchase Loan taken from your Company.

Please be kind enough to debit my Hire Purchase 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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