

S.E., S.E.C. & E.CO. RLYS. Employees' Co-operative Credit Society Ltd.

No. _____ E.C.C.S. _____ D/ _____ 20

Re : Loan Due by Sri / Smt. _____

In continuation of this office letter No. _____ E.C.C.S. _____

D/ _____ I beg to inform you that the loan due by the above-named has not yet been received by this Society. A sum of Rs. _____

being your proportionate liability out of Rs. _____ still due by him, is therefore being advised for recovery from you @ Rs. _____

P.m. from _____ to _____, the difference being adjustable in the last instalment

Please arrange to recover the amount due by the borrower in cash from his/her legal heir (s) and remit the same to the office. on receipt of which the amount recovered from your pay, if any, will be refunded to you.

Yours truly,

For Chief Manager

S.E., S.E.C. & E.CO. RLYS. Employees' Co-operative Credit Society Ltd.

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