

**S.E., S.E.C. & E.Co. Rlys. Employees' Co-operative Credit Society Ltd.****H.O. 93, Circular Garden Reach Road, Kolkata - 700 043**

To \_\_\_\_\_  
 The \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date : ...../ 20.....

**Re : Non-recovery of loan from :**

Name \_\_\_\_\_

Desig \_\_\_\_\_ Deptt. \_\_\_\_\_

Stn. \_\_\_\_\_ P.F. No. \_\_\_\_\_

Ref. : Loan application No. \_\_\_\_\_ dt \_\_\_\_\_

The above named took a loan from this Society for Rs. \_\_\_\_\_ in the month of \_\_\_\_\_  
 201 \_\_\_\_\_ repayable in \_\_\_\_\_ instalments @ Rs. \_\_\_\_\_ p.m. but the repayment has been  
 ceased from the month of \_\_\_\_\_ 201 \_\_\_\_\_. His present loan outstanding balance is Rs. \_\_\_\_\_  
 as on date.

We solicit your kind intervention and to arrange recovery of the above dues through his salary  
 bills and remit the same in favour of the Society.

\_\_\_\_\_  
**Branch Manager / Accounts Manager**

Copy to : 1) Sri/Smt. \_\_\_\_\_ He/She is requested  
 to start recovery of loan immediately either through salary bills or by cash.

\_\_\_\_\_  
**Branch Manager / Accounts Manager**

Copy to : 1) Sri/Smt. \_\_\_\_\_  
 2) Sri/Smt. \_\_\_\_\_  
 3) Sri/Smt. \_\_\_\_\_  
 4) Sri/Smt. \_\_\_\_\_

He/She, being one of the surety of loan of the abovenamed, it is requested to contact with the borrower  
 and pursue for recovery of loan immediately to avoid the burden of suretyship liability otherwise neces-  
 sary recovery may be started from his/her salary.

\_\_\_\_\_  
**Branch Manager / Accounts Manager**