

Date:- \_\_\_ / \_\_\_ / \_\_\_\_\_

To,  
The Branch Manager  
Shinhan Bank  
Unit No 001 , Ground Floor, Peninsula Tower 1,  
Peninsula Corporate Park, G K Marg,  
Lower Parel, Mumbai 400 013

Sub: Part Payment / Pre- Closure of \_\_\_\_\_ / Housing Loan / Personal Loan A/c / Other Loan no:  
\_\_\_\_\_

Dear Concerned,

I would like to Part Payment / Pre-close towards my existing Housing loan / Personal loan with amount of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

Details of my Housing loan / Personal loan/ Other Loan availed from your bank is as below :

Sanctioned Amount- \_\_\_\_\_

Loan Account No:- \_\_\_\_\_

Request you to debit my savings account no \_\_\_\_\_ and process the same.

Effect of part payment : \_\_\_\_\_

Regards,

Mr. \_\_\_\_\_

(Signature)