

REQUEST FOR FULL SETTLEMENT AMOUNT

Dated: _____

To: _____ BANK
Full Settlement Department

Vehicle No.: _____

Agreement No.: _____

Dear Sir/Madam,

This is to inform you that I have sold the above-mentioned vehicle to

I shall be much obliged if you could kindly let him/her or the above-said company to full settle the H.P account relating to the above vehicle.

Attention: Officer-in-charge

- Please verify signature
- Please advise the full settlement amount due on _____ DATE
- Please fax the full settlement amount to _____ FAX No.
- Contact Person: _____ NAME
- Contact No.: _____ HP/Office NO.

Yours faithfully,

< HIRER Sign here

Name of hirer:
Identification No.:
Contact No.: