

# The Alathur Service Co Operative Bank Ltd.No.F.1222

Branch.....

Regd. with A/D

Ref No.....

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Sir/Madam

Sub: Acceptance of personal sureties for payment of loan/MSS to

Sri/Smt.....

In Loan/ MSS No .....

The above loanee has produced the Salary Certificate of Personal surety of the following employee/s in which employment certificate / Recovery undertaking are seen signed by you duly affixed your office seal. Before making payment of the loan amount, we would like to verify the genuineness of the Salary Certificate of loanee /sureties.

We therefore request you to kindly return the duplicate copy of the letter, duly countersigned by you or your Authorized representative, affixing the office seal in token of confirmation of the genuineness thereof. Your immediate return of the duplicate copy of this letter will help us to pay the loan amount to the loanee atg the earliest.

We also request you to kindly intimate us the change of address, if any, of these persons.

Name	Description	Basic Pay
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Thanking you  
Yours faithfully  
for The Alathur Service Co Operative Bank Ltd.

Confirmed

Signature

Branch Manager

(Office Seal)

Designation