

Official Letter for Release of Loan Disbursement Funds

Subject: Request for Loan Disbursement Release

Dear [Bank Manager's Name],

This is to request the release of loan funds sanctioned under Loan Account Number [Loan Account Number] as per the terms of the loan agreement. We request disbursement of [Amount] for the purpose of [mention purpose, e.g., purchase of property, machinery, or education fees].

Kindly credit the funds to [beneficiary account details] at the earliest. Please let us know if any additional forms or authorizations are required to complete the process.

We thank you in advance for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name, if applicable]

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