Loan Moratorium Request Letter

To,
The Branch Manager,
SVC Co-operative Bank Ltd.,
____________ Branch.

Dated: _________________________

Dear Sir / Madam,

RE: COVID-19 – Regulatory Package
Retail Term Loan / Overdraft of Mr/ Mrs/Ms___________________________
having account no_______________________ with your branch

We/I have availed the Term Loan /Overdraft of Rs.______ (Rupees ____________
only) under Loan Account No.______ from your Bank. I am paying the Equated Monthly
Instalment (EMI)of Rs.________ of aforesaid loan regularly. However, we/ I am not
able to pay the Interest / Principal / EMI due to the impact of the disruptions on account
of COVID-19 pandemic.

We/I seek relief in terms of RBI Guidelines issued in this regard and request the Bank to
grant me a moratorium of three months for payment of all instalments of my aforesaid
Loan Account that are falling due between 1st June 2020 to 31st August 2020. We/I also
request the Bank to extend the existing repayment schedule of our/my said loan as also
the residual tenor, by three months.

We/I are/am aware that this relief of moratorium is only for postponement of
repayment of EMI and Interest shall continue to accrue on the outstanding portion of
the loan amount during the moratorium period. We/I are also aware that the repayment
of our Loan will be rescheduled/extended by three months and that new EMI (wherever
applicable) will be payable w.e.f. September 2020.

In case we/ I have an Overdraft account, we/ I undertake to repay the dues as and when
payable by us without any default.

We/I are/am willing to abide by all the terms and conditions of the bank in this regard
and We/ I undertake to regularly service the above debt after the moratorium period
until full & final repayment of the aforesaid loan.

We/I also understand that all other Terms and Conditions of sanction letter and
security documents in respect of the above loan shall remain unchanged and binding on
us/me.

Thanking You
Yours faithfully,

Signature/s of the Borrower/s