

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Branch Manager
Axis Bank

[Branch Address]
[City, State, Zip Code]

Subject: Loan Repayment Request

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request information regarding the repayment of my loan with Axis Bank. Below are the details of my loan:

- Loan Account Number: [Your Loan Account Number]
- Loan Type: [Personal Loan/Home Loan/Car Loan/etc.]
- Loan Amount: [Original Loan Amount]
- Date of Loan Disbursement: [Loan Disbursement Date]

Due to [brief explanation of your situation, e.g., "financial difficulties" or "change in employment"], I would like to discuss possible options for repaying my loan. Specifically, I would appreciate your guidance on the following:

1. Remaining balance on the loan.
2. Options for restructuring the repayment plan.
3. Any potential penalties or fees associated with early repayment.

I am keen to settle my obligations with Axis Bank and would greatly appreciate your prompt assistance in this matter. Please feel free to contact me at [Phone Number] or [Email Address] to discuss this further. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]