

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

Axis Bank

[Bank's Branch Address]
[City, State, Zip Code]

Subject: Request for Loan Disbursement

Dear [Loan Officer's Name/Manager's Name],

I hope this letter finds you well. I am writing to formally request the disbursement of my loan, which was approved on [Approval Date] under application/reference number [Loan Application Number].

As per the loan agreement, I understand that the disbursement process is initiated following the completion of all necessary documentation and compliance checks. I have attached all the required documents for your reference to expedite this process.

Please let me know if there are any further steps or information needed to facilitate the disbursement. I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]