

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

[Date]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Subject: Loan Repayment Request

Dear [Loan Officer's Name or "Loan Department"],

I am writing to formally request the repayment of my PPF loan (Loan Account Number: [Your Loan Account Number]) taken on [Loan Start Date].

As per the terms of our agreement, the repayment schedule is approaching, and I would like to confirm the payment details.

Please provide the total outstanding balance, the interest accrued, and the repayment options available. I aim to ensure timely repayment and adhere to the agreed-upon terms.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]