

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

[Recipient's Name]
[Recipient's Position]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Loan Against PPF Account

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a loan against my Public Provident Fund (PPF) account, account number [Your PPF Account Number], which I hold with [Bank Name].

I wish to apply for a loan amount of [Desired Loan Amount] for the purpose of [Brief Explanation of Purpose]. As per the guidelines, I understand that I am eligible to borrow up to [Percentage]% of the balance in my PPF account.

I have been maintaining my PPF account since [Year], and the current balance is approximately [Current Balance]. I assure you that I will adhere to all the terms and conditions associated with the loan.

Please find the necessary documents attached:

1. Copy of PPF Account Passbook
2. Identity Proof
3. Address Proof
4. Any additional documents as required

I kindly request you to process my loan application at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact me.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]