

Date: _____

**To,
The Manager,
Development Credit Bank Limited**

**Sub: Request to access credit report for _____ loan applied by Mr./Ms. _____
_____ wide loan application no. / loan account no. _____**

Dear Sir / Madam,

With reference to the captioned, I request you to furnish my credit report extracted by you from the consumer credit bureau for processing the loan.

Please find my details below:

Applicant Name : _____

Identification Proof No. : _____
(as submitted with application form)

Signature Proof Details : _____
(as submitted with application form)

Address Proof : _____
(as submitted with application form)

Telephone / Mobile No. : _____
(as mentioned in application form and existing alternative no., if any)

Please send credit report to my mailing address as per the bank's records.

I am also enclosing my identification, signature and address proofs as mentioned above.

I authorise you to debit my SB / CA / OD account no. _____ / hereby enclose a cheque dated _____ number _____ for Rs. _____/- drawn on _____ (Bank / Branch) towards charges.

Thanking You,

Signature: _____

For Office Use only

Report despatched on _____ through post / hand delivery / courier

ACKNOWLEDGEMENT

Received a request from Mr. / Mrs. _____ for access to his / her credit report on _____. The request is subject to verification of documents submitted. Applicant will be contacted regarding the acceptance or rejection within 7 working days from the date of receipt of applicant's request letter.

Date

Authorised Signatory

Branch / Location