

**Letter Example “Write a letter to your Bank asking for overdraft facilities.”  
Complete Application for all classes.**

D-302, Ramprastha,

Faridabad.

29<sup>th</sup> July, 20....

To

The Manager,

State Bank of Bikaner & Jaipur,

Faridabad.

Dear Sir,

We are having current account with you for the last five years. As you know, we manufacture high quality carpets, for this purpose we import wool from Australia.

The consignment of the above is reaching three before the scheduled time. We shall, therefore, be obliged if you grant us an overdraft for Rs. 50,000/- for three months.

We shall be adjusting the overdraft in twelve equal installments.

Thanking you in anticipation,

Yours faithfully,

Yudhvir Singh.