

DD/MM/YYYY

To

Area Operation Manager

Axis Bank Ltd

Loan Centre

Subject: Retrieval of share certificate for name endorsement.

Dear Sir/Madam

We would like to inform you that our society member Mr. XXXX XXXX XXXX availed home loan from Axis Bank Ltd on the property (Property address to be pasted here). We require original share certificate for ownership name transfer.

We request you to submit share certificate in our society office at the earliest. We will ensure that process is completed within 30 days from the receipt of Share certificate & after completion of the endorsement process, it will be informed to Mr. XXXX XXXX XXXX .

Share certificate will be handed over to Axis Bank representative only.

Secretary Name:

Contact Number:

For (Association name),

Authorised Signatory

Secretary /Chairman

** Please submit the request letter from the society (on their letter head).