

From,

To,

The Chairman /Secretary,

Society Name_____

Society Address_____

Dear Sir,

Subject: Loan Account No._____ **standing in name of Mr. /Mrs.** _____ **Flat / Shop No.** _____ **of your society.**

We hereby authorize, Mr. / Mrs. _____ the owner of the flat/ our authorized person to collect the Original Share Certificate bearing No. _____, on our behalf, for his onward submission to our office.

This letter also acknowledges receipt of the above Original Shares Certificate issued to him by your Society.

Thanks & Regards

Yours Faithfully,

Name: _____

Designation: _____

ID proof: _____

Date: _____

Official Stamp