

**LETTER FOR SALARY TANSFER**

The Manager  
Standard Chartered Bank  
P. O. Box 999  
Dubai, UAE

Date:

**PERSONAL LOAN/FINANCE APPLICATION**

Dear Sir,

We confirm that Mr. / Ms (name of client)\_\_\_\_\_ holder of (nationality)\_\_\_\_\_ passport number (passport number)\_\_\_\_\_has been employed by (employer name) \_\_since \_(date of employment)\_\_\_ in the capacity of \_\_\_(job title)\_ and is a confirmed employee. We understand that he / she wishes to apply for a personal loan/finance from your bank.

In consideration of your granting such a facility to the above, we, at his / her request hereby irrevocably undertake to transfer his / her salary of AED \_\_\_\_\_ to his / her account number \_\_\_\_\_ effective from \_(current date)\_\_\_\_\_ until the loan/finance has been paid in full.

We also confirm that the accrued end-of-service benefits of the employee are presently AED \_\_\_\_\_.

We further undertake that in the event of his / her resignation or termination of employment during the tenor of the loan/finance, we shall notify the Bank immediately and then pay the final dues to the credit of his / her account with you.

This letter does not constitute any responsibility or financial obligation on the part of the company.

Yours faithfully,

For & on behalf of:

Name of the Signatory:

Designation

**ACKNOWLEDGEMENT FROM COMPANY**

Acknowledged By:

Signature:

& Company Seal

Designation