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REACHING OUT TO COMMUNITIES

LOAN REFINANCE AUTHORITY

Date: ____/____/____

Name of Lender: _____

Address: _____

Suburb: _____

Province: _____

Dear Sir / Madam:

Subject: Refinance of Loan Account number _____ belonging to _____

This is to kindly advise your office that TCFL is refinancing the above mentioned loan account with your organisation. To that end please find enclosed cheque number _____ for the amount of _____ as full and final settlement of the said loan account.

Upon receipt of this letter, you are kindly requested to immediately

- (1) Repay and close the associated loan account
- (2) Cease any further payroll deductions to the loan account.

The customer has signed below confirming his/her approval & acceptance and further be advised that TCFL is not obliged to meet any variances beyond this payment.

Please execute the section below confirming your receipt & acknowledgement of this authority.

Your prompt assistance and full co-operation would be very much appreciated.

Sincerely,

I approve the full settlement and refinance of my loan account and instruct TCFL to settle the loan on my behalf:

.....
Name of TCFL Representative

.....
Customer Name

.....
Customer Signature

Name, stamp and signature of Finance company / bank.