

To Trustees,
LUMS Employee Contributory Provident Fund

Date:

Subject: Application for loan/withdrawal against Provident Fund

Dear Trustees,

I would like to apply against my provident fund with following detail:

Loan (Amount Rs.)	
Permanent Withdrawal (Amount Rs.)	
Purpose of the Loan/Withdrawal	
Repayment Installments (Maximum 48)	

In case of second loan withdrawal the details of clearance of previous loan are:

Loan (Amount Rs.)	
Previous loan Purpose	
Payment slip attached	

I look forward to a favorable response from your end. Many thanks for your consideration.

Regards,

Name: _____

Department/ Employee code: _____ / _____

HR Approval: _____

For Accounts Office use only

(A) Provident Fund Balance: Rs. _____

(B) Limit on Withdrawal: Rs. _____

Lower is applicable: _____