

**Date:**

To  
The Manager  
HDFC Bank Ltd  
Gold Loans Department  
\_\_\_\_\_

Dear Sir,

**Sub: Renewal of my Gold Loan a/c # \_\_\_\_\_**

With respect to my/our above account held with your bank, I/we hereby authorise Mr. \_\_\_\_\_ to renew the Gold loan for a further period of \_\_\_\_\_ on my/ our behalf.

I/we, am/are unable to visit personally your office & renew the Gold loan for the following reason  
\_\_\_\_\_

Mr \_\_\_\_\_ would be carrying his photo identity proof & signature proof, both in original, for verification at your end. We also request you to not to handover any gold ornaments pledged to above authority holder and he/she would pay all the charges / loan repayment amount as applicable due to change in market rate for the gold.

I /we, hereby attest the signatures of Mr. \_\_\_\_\_ below.

Would request you to please consider my/our request favourably.

Thanking you.

Yours sincerely

(X)

(signature of applicant)

Signature & Name of Authority Holder

1.

From,

Date :

To,  
The Manager  
HDFC Bank Ltd.  
\_\_\_\_\_ Branch

Subject: Renewal of Gold Loan no

I hereby authorize the HDFC Bank to debit my CASA A/c.  
No. \_\_\_\_\_ for Rs. \_\_\_\_\_ towards Renewal of  
GL No. \_\_\_\_\_

Yours Faithfully,

(Signature)