

dt :- 03-09-26

To
the concerned Authority
spandana sphooshty financial limited (SSFL)

Subject : Request for confirmation of cash EMI payments
and issue of loan clearance letter.

Dear sir/Madam,

I, Baddala Kavitha, would like to confirm that I have paid
two month's EMI payments towards my loan Id: 351825385.
The EMI amount was ₹2020/- per month, and I paid the
following two EMI amounts in cash:

• 05-10-2024 - ₹2020/-

• 05-12-2024 - ₹2020/-

The total amount paid was ₹4040/-.

Both payments were made in cash to the loan officer,
Mr. Galipothu prabhudas. However, the payments were not
entered in my loan account, even though the cash amounts
were paid by me.

Therefore, I kindly request SSFL to verify and confirm the
above cash payments and update the payments in my loan
account accordingly. I also request you to kindly support
me in clearing the loan account and provide a loan
clearance letter / no due certificate from the company side
after verification.

I request you to kindly look into this matter and provide
the necessary support.

Thank you.

Yours faithfully,

Baddala Kavitha

Loan ID: 351825385

Add : D.No: 101/110, Viswanatha puram, Kadapa.

Ph: 7993344966

A. Pothu

B. Kavitha

Signature..