

**To The Branch Manager
Raiganj Central Co-Operative Bank Ltd.
Raiganj Main Branch
Raiganj, Uttar Dinajpur**

**Through
The Chairman
Khoksa B.T. High School E.C.C.S.Ltd.
Khoksa, Raiganj, Uttar Dinajpur**

Subject : Request for Moratorium on Term Loans ,relief package on Covid- 19

With due respect,

**As you know , I am , of Vill- , P.O.- ,
P.S.- , Dist.- , Pin-..... , Membership ID..... of
our Society. I would like to inform you that I am decided to take/avail Moratorium on all of my
Term Loans for next 3 months as per announcement the facility of Moratorium on Term Loans, relief
package on Covid-19 vide Memo No.331/CE dated-02/04/2020 by The CEO of RCC Bank Ltd.**

**So I would like request to you please stop the SI or manual deduction of EMI for next 3
months. However I am decided to take the option of to
repay the Loan /Loans. And also I undertake that, I am agreeing to all of the terms and conditions to
take above relief.**

So I would greatly appreciate this respect to be executed at your earliest convenience.

Thanks & Regards

Dated :

Signature