

THE MANAGER

Dear Sir/Madam

**OFFSET LOANS USING SAVINGS**

I ………………………………………………………………………………………… hereby write this letter requesting your office to clear my ……………………………………loan using the accumulated savings in the Cooperative society.

Total Savings Amount P……………………………

MEMBER’S SIGNATURE…………………………… DATE: ……………………………

**OFFICIAL USE**

TOTAL SAVINGS AMOUNT P…………………………..

**LOANS OUTSTANDING:**

ORDINARY LOAN P……………………………… INTEREST ON ORDINARY: P…………………………………… TOTAL LOAN: P…………………

EMMERGENCY LOAN: P………………………………INTEREST ON EMMERGENCY LOAN:P………………………………… TOTAL LOAN: P……………………………….

QUICK LOAN P……………………………………INTEREST ON QUICK P………………… TOTAL LOAN: P…………………………

NAME OF ADMINISTRATOR:………………………… SIGNATURE:………………………….