

Request Letter for write off of unrealized Export Bills

To,
The Manager
YES Bank Ltd.,
Branch address

Date: _____

Dear Sir / Madam,

We hereby request you to kindly arrange for write off of unrealized Export bills for amount _____ as per below mentioned details & purpose.

Name & Address of Shipper	
Date of shipment	
Name & Address of overseas buyer	
Description/ Quantity of goods	
Country of Export	
Value of Goods as per Invoice	
Exporter's code number	
EDF/PP Form no	
Customs serial number	
YES Bank Ltd Ref no	

Bill number and original invoice value	Amount realized	Amount to be written off	Period for which amount is outstanding

Reason for request for write off: _____

Yours faithfully,
Authorized Signatory
Company Stamp / Seal
Date: _____
Place: _____