

Loan Disbursement Request Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Loan Officer's Name]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to formally request the disbursement of the dual-advance loan amount that was approved on [Approval Date], for personal expenses. The loan details are as follows:

- Loan Account Number: [Loan Account Number]
- Total Approved Amount: [Total Amount]
- Disbursement Type: Dual-Advance

As per our agreement, I would like to request the disbursement of [Specify Amount] for [Briefly Specify Purpose of Expense]. I believe this disbursement will greatly assist me in managing my expenses effectively.

Please let me know if you require any further documentation or details to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]