

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

[Date]

To,
The Branch Manager,
[Bank/Financial Institution Name]
[Branch Name/Address]

Subject: Authorization to increase Equated Monthly Installment (EMI) for Loan Account No: [Your Loan Number]

Dear Sir/Madam,

I am writing this letter to formally request and authorize an increase in the Equated Monthly Installment (EMI) amount for my existing loan held with your institution under account number [Your Loan Number].

Currently, my monthly EMI is [Current EMI Amount]. I would like to increase this amount to [New Requested EMI Amount] effective from [Month/Year].

I understand that this increase in the EMI amount will lead to a reduction in the remaining tenure of my loan. I request you to update your records and adjust the Standing Instruction/ECS mandate accordingly to reflect this change.

Please find enclosed any necessary documents required for this process. I would appreciate it if you could confirm once the changes have been implemented.

Thank you for your assistance.

Sincerely,

[Signature]

[Your Full Name]