

# REQUEST LETTER FOR BOOKING OF CANARA BANK HOLIDAY HOME

From: \_\_\_\_\_ To : \_\_\_\_\_  
Name: \_\_\_\_\_ The Senior Manager/Manager  
Staff No.: \_\_\_\_\_ Canara Bank  
Designation: \_\_\_\_\_  
Canara Bank  
Branch/Office: \_\_\_\_\_  
Postal Address: \_\_\_\_\_

Dear Sir,

**Sub: Request for booking of Holiday Home at \_\_\_\_\_**

I request you to make available a unit of the above Holiday Home for a period of \_\_\_\_\_ days (maximum 5 days). I furnish here below the preferred data on which I require the Holiday Home and three other alternate dates in the order of preference. You may allot the Holiday Home for any one of the dates depending on the availability of accommodation.

Preferred Date: From \_\_\_\_\_ to \_\_\_\_\_

Alternate Date I	Alternate Date II	Alternate Date III
From _____  To _____	From _____  To _____	Any 3 or 5 days during my leave period from _____  to _____

The list of family members (if any), who would accompany me to the Holiday Home is given below:

Sl.No.	Name	Sex	Age	Relationship

( ) I am availing LFC for the above, vide proceedings No. \_\_\_\_\_  
 \_\_\_\_\_ dated \_\_\_\_\_.

( ) I may be permitted to avail the facility of Holiday Home without LFC as I am availing other category of leave or on holiday.

( ) I confirm having remitted a sum of Rs. \_\_\_\_\_ towards rent in Sundry Liabilities – Holiday Home Rent Account at \_\_\_\_\_ Branch, D P Code \_\_\_\_\_.

( ) Tick whichever is applicable.

I hereby confirm that particulars given above are true to the best of my knowledge and belief.

Yours faithfully,

Place :

Date :

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Forwarded through the Branch/Office \_\_\_\_\_ for CANARA BANK

Date :

**SENIOR MANAGER/MANAGER**