

Settlement Request Application

Date of Application : _____

Name of Applicant : _____

Employee ID / Reference No. : _____

Department / Branch : _____

Contact No. : _____

Email Address : _____

Subject:

Request for Settlement

I hereby request for the settlement of my account/dues as per the details given below:

Type of Settlement : _____

Settlement Amount (if applicable) : _____

Details / Description : _____

Reason for Settlement:

Supporting Documents Attached:

Applicant's Signature:

Date: _____

Manager / Approver:

Date: _____

Important Notes:

- Ensure all relevant fields are completed before submission.
- Attach all necessary supporting documents to avoid delays in processing.
- This application should be submitted to the concerned department or authority.
- Retain a copy of this application for future reference.
- Processing times may vary depending on the nature of the settlement request.