

# 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:

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## Supporting Documents Attached:

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## Applicant's Signature:

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Date: \_\_\_\_\_

Manager / Approver:

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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.