LETTER HEAD

То
DRSH, Shimla Divisional Office Indian Oil Corporation Limited,
Subject: Request for 3-Day DOD / 5-Day Credit Facility
Respected Sir,
I,, Proprietor of, am writing to formally request the extension of a Interest bearing DOD or 5-Day Interest Bearing Credit facility for our retail outlet operations.
As per the guidelines governing this facility, I have enclosed a blank cheque bearing number, issued from my IOCL registered account, which is to be utilized only in the event of any default in payment as per the terms of the agreement.
I would like to confirm that I have thoroughly understood the 3-Day DOD and 5-Day Credit policy and hereby agree to strictly abide by all terms and conditions associated with it. I also understand and acknowledge that Indian Oil Corporation Limited holds the right to encash the enclosed cheque in case of any delay or default in payment.
I deeply value our ongoing business relationship with Indian Oil and assure you of my continued commitment to adhering to all payment deadlines and maintaining a smooth and transparent partnership.
Thank you very much for your kind consideration and support.
Signature
Name of Dealer SAP Code - Date :