From ………………………..

Mobile No…………….

This is not a form or format. Please do not fill in the blanks and send.

Use this as a template. Write your own letter and get it typed, using this as a model/sample.

Self-attest all att documents.

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| **To,**Centralised Pension Processing Centre |
| ………………………..………………………….. |

(Through Zila Sainik Board …………….)

**OVER PAYMENT RECOVERY OF FAMILY PENSION**

Respected Sir,

1. Ref. PPO No……………………. , Pension Account No…………………………….
2. I, …………………………… widow of No…………………… Ex………………………….. beg to state the following lines for your kind consideration.
3. My family Pension has been stopped with effect from ..................... On enquiry at the Bank, it is intimated that there has been an overpayment to me.
4. It is submitted that the exact amount of overpayment and calculation details may please be intimated.
5. It is requested to kindly make the recovery in instalments, not exceeding Rs…………….(Rupees.............................) per month.

Yours faithfully,

Place:

Date :

**Copy to:**

……….. Bank : For information and necessary action please.

………………

………………

**RECOMMENDATIONS**

Place:

Date : (Secretary, Zila Sainik Board)







