

Sampath Jayasooriya

100/2 Makola North,
Makola.

28th May 2026

The Manager

Commercial Bank of Ceylon PLC

Dear Sir/Madam,

Request for Loan / Lease / Credit Card Outstanding Details

I am Sampath Jayasooriya (NIC: 1111). I kindly request you to provide the following information for the purpose of submitting my income tax returns to the Inland Revenue Department.

Year of Assessment: 2025/26

Loan Facilities

- Granted Date
- Granted Amount
- Amount Paid during the period from 01 April 2025 to 31 March 2026
- Outstanding Balance as at 31 March 2026

Lease Facilities

- Granted Date
- Granted Amount
- Amount Paid during the period from 01 April 2025 to 31 March 2026
- Outstanding Balance as at 31 March 2026

Credit Cards

- Credit Limit
- Outstanding Balance as at 31 March 2026

Important Note: If you can get these details from the mobile app or calculate them easily, please do so to avoid formal bank certificate charges.

I would greatly appreciate it if you could provide the above information at your earliest convenience.

Yours faithfully,

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Sampath Jayasooriya