

**MWITO SAVINGS & CREDIT SOCIETY LTD**  
**P.O BOX 56763 - 00200 NAIROBI**

TEL.NO. 020-3505209, 0713786028, 0715-555390 EMAIL [info@mwitosacco.coop](mailto:info@mwitosacco.coop)

Ref: .....

To:  
The Chief Executive Officer  
Mwito Sacco Ltd.

**RE: REQUISITION FOR STATEMENT/OFFICIAL LETTER (OR BOTH)**

Kindly process for me a certified membership statement/ official letter indicating my outstanding loan balances/accumulated contributions to date.

The letter should be addressed to:

.....  
.....  
.....

Name: .....

Personal No: .....Tel No .....

Station: .....

Employer .....

Address .....

Signature: ..... Date .....

**For official use**

Processed by: ..... Signature ..... Date.....

Collected by ..... Signature .....

ID NO. .... Date .....