

To

The Manager
The Jind Central Co-operative Bank Ltd;
B.O.

Sub. Request you for item no. given below.

1. Please issue me a cheque book of my Account No. containing leaf(s).
2. Pass Book of my Account No. stands lost, please issue its duplicate & debit the charges to my A/c.
3. I deposited Rs. in my A/c No. and the amount is lying in sundry. Kindly credit the same to my A/c No.
4. I has purchased a Demand Draft/Pay Order No. for rupees (Rs.) on dated in favour of drawn on which stands lost in transit, please issue its duplicate Draft/Pay Order and charge the commission as per Bank's norms from my A/c No.
5. My A/c No. is laying In-operative Account which may please be transferred to Operative Account.
6. Please issue a pay order/demand draft in favour of payable at for Rs. (Rs.) & debit my Ac/ No. for Rs. (including Bank Charges)
7. Please transfer my A/c No. to your branch. The related pass book is enclosed herewith.
8. Please issue my ATM card in my A/c No.
9. My Voter card/Aadhar card/Ration card/DL No. and my Phone /Mobile No. is Please update record of my A/c No. accordingly.
10. Please register my mobile no. for SMS alert in my A/c. No. & debit the charges to my same account as per Bank norms.
11. Please Re-seed my Aadhar No. in my savings A/c No. Photocopy of Aadhar card is attached herewith.

Yours sincerely

Signature

Name

Address

Mob. No.

Order of Branch Manager