

The Br. Manager
THE GURGAON CENTRAL COOP. BANK LTD.

Br. Office.....

Dated.....

Dear Sir,

Ref. : **My Saving/Current A/c No.....**
With You

- (i) Issue me/us a fresh Cheque Book, No Cheque book has been issued to me/us previously.
- (ii) Issue me a duplicate Pass Book in lieu of the lost one.
- (iii) Note my new address as under :-

.....
.....Tel.....

- (iv) Close the A/c unused/No of cheque book enclosed/issued.
- (v) Convert my-in-operative A/c to operative.
- (vi) Cancel Pay Order/Draft and make the payment in cash/transfer to my SF/CA No.....
- (vii) Please add the name of Sh./Smt.....
in my above A/C.
- (viii) Convert my in-active A/c to Active.
- (ix) SMS Alert : Mobile No.....
E-mail ID :
- (x)

Signature verified

Your faithfully

For order please

Signature.....

Officer

Name.....

Present Address.....
.....

Manager/Sr. Manager

Mobile/Tel.....