



The Mansa Central Co-Op. Bank Ltd.
Branch.....

The Branch Manager
The Mansa Central Co.-Op. Ltd;
Branch : _____

Sir,

- Reg. My SB/CA/FDR A/c. No.....Named.....with you
1. Please issue me a cheque Book Containing.....Leaves
 2. Please issue me a balance certificate as on.....
 3. Please issue me an interest certificate for the year.....
 4. Please issue me a statement of A/c. From.....To.....
 5. Please add/delete the name of my.....Sh./Smt.....
in my.....Account No.....and make the account payable to.....
 6. On.....I inadvertently deposited an amount of Rs.....into a wrong which I presume is laying in Sundries Account. Please credit my correct Account No...../Pay me cash.
 7. I have lost my original Pass Book Please issue me the duplicate one.
 8. Due to some reasons, I could not operate my SB A/c. Please allow me to operate the account as the same laying in inoperative accounts.
 9. My Son/daughter.....has attained majority on.....
Please obtain fresh AOF and allow him/her to operate the account independent capacity.
 10. Please cancel my above fixed Deposit Receipt before maturity and credit the proceeds in to my.....Account No...../pay Cash
 11. Please revalidate my Draft No.....date.....for Rs.....
in favour of.....payable at.....
 12. Please cancel my Draft No.....for Rs.....
favouring.....payable.....and credit the proceeds.
 13. I have lost my draft No.....dated.....for Rs.....
in to my.....payable.....and credit the proceeds.
 14. Please issue me a pension paid certificate for the financial years.....i.e.
from.....to.....Charges if any my please be debited to my/our Account No.....
 15. My ATM Card No.....has been lost/spoiled please delete it
 16. Please reimburse the charges debited to my pension A/c. No.....on dated.....
 17. Please close my A/c.
 18. Please issue me a Duplicate ATM Card.
 19. A/C Dormant. Please activate the A/c.
 20. I intend do stop the payment of cheque No _____ Date _____ Issue by me for Rs. _____
Please oblige me by stopping payment of the cheque at my own risk & responsibility Expenses if any may be charged to my above account.
 21. Please Issue me a ATM Card.....
 22. Please Transfer my above A/c. to B/o.....
 23. Please activate SMS alert my mobile No.....
 24. Other.....

Yours faithfully,

Date.....

Allowed
Branch Manager with Seal

Signature.....
Address.....
.....
Mobile No.....