

Annexure (Vide par a 2.3)
Annexure (Vide para 2.3)

Request for Duplicate/Ad hoc Statement of Account

Branch Manager

Branch

Dear Sir,

Re: Request for Duplicate/Ad hoc Statement

I/we require a duplicate statement/Ad hoc statement of my/our saving/current a/c
for the period _____ to _____

hereby authorise you to debit the charges for issuance of duplicate statement to

Thanking you,

Yours faithfully,

Account # _____

For Branch Use:

Request Received on Date _____ Time _____

Statement given to customer on Date _____ Time _____

Charges collected _____

Signature of the branch official

Feedback/Query _____