

Request letter for Passbook Issuance format

Date: _____
To,
The Branch Manager
HDFC BANK Ltd.

Branch _____

Subject: Request for Issuance of Passbook for Savings A/c No. _____

Dear Sir / Madam,

I / we, request you to issue a Fresh Passbook for Savings A/c No. _____

I/ we understand that we are offered the Passbook with every Savings A/c and that should the Bank decide to provide us with statement of accounts at monthly/quarterly or any other frequency it will be so at the sole discretion of the Bank.

I/ we have read and agree to be bound by the Terms & Conditions of the Savings Account.

Thanking you.

Yours Sincerely,

(First A/c Holder) (Second A/c Holder) (Third A/c Holder)

Tel./ Mobile No _____

Note: One Account holder signature is sufficient

I / we acknowledge the receipt of the Passbook

(First A/c Holder) (Second A/c Holder) (Third A/c Holder)

For Branch use:

Request Received on Date _____ Time _____

Passbook given to customer on Date _____ Time _____

Name & Signature of the branch official