



**Specimen of Letter to be obtained from the Account Holders for Closure of  
Account at Their Request**

The Branch Head  
IDBI Bank Ltd.

\_\_\_\_\_ Branch

**Closure of Our Account with You**

We wish to close our Savings / Current / Term Deposit / \_\_\_\_\_ Account  
No. \_\_\_\_\_ with you as \_\_\_\_\_ (reason for closure.)

2. We surrender the following to enable you to close the account:

- i) Unused cheques nos. from \_\_\_\_\_ to \_\_\_\_\_
- ii) ATM card no. \_\_\_\_\_

3. We have following unrepresented cheques which may be dealt with according instructions written there against:

	Cheque No.	Favouring	Amount	Date	Instructions
i)					
ii)					
iii)					
iv)					

4. Our following standing instructions may be dealt with as per the instructions written there against

	Particulars of Standing Instructions	To be Dealt with (Cancel / Transfer to A/c no.)
i)		
ii)		

5. Our future address for communication is as follows:

Address
Pin:
Telephone:                      Fax:                      E-mail:

6. We have not availed any advance facility from any branch of the Bank

OR

We have availed following advance facilities from:

	Name of the Branch	Nature of Facility	Limit (Rs)	Outstanding (Rs)
i)				
ii)				

1. Please close our account as requested and pay us the balance by:

i) Cash

ii) Pay order / DD

iii) Credit to our savings / current account no. \_\_\_\_\_

*Names and signatures of the account holders:*

Name(s)	Specimen Signature(s)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**For Bank use only:**

- Signature of the account holder and particulars on the application verified.
- Cheques nos. from \_\_\_\_\_ to \_\_\_\_\_ destroyed in our presence.
- Account closed as requested.

Relationship Manager

SOM/BH