

REQUEST FOR CLOSURE OF ACCOUNT

(DRAFT FORMAT)

Place:

Date:

To:

The Branch Manager  
Indian Overseas Bank  
-----Branch

Dear Sir,

Request for closure of account:

Name of the Account:

Type of Account:

Account Number:

---

I/We am/are having the captioned account with your branch for the last-----years.

I/We request you to close the above deposit account for the following reason/s.

a)

b)

I/We enclose herewith the unutilized cheque leaves. Also I enclose the pass book for updation and return.

The Balance amount may be paid to me/us

a) By cash

b) By Demand draft in my name /in the name of ----- (one of the joint Depositor)

c) By credit of my/our account No----- with your-----branch

d) By NEFT/RTGS to Account Number-----Favouring-----  
with -----Bank-----Branch IFSC Code No-----

Yours faithfully,

(Signature/s)

(To be signed by all Depositors in case of Joint accounts)

REQUEST FOR ACTIVATING NON-OPERATIVE ACCOUNTS

(DRAFT FORMAT)

Place:

Date:

To:

The Branch Manager  
Indian Overseas Bank  
-----Branch

Dear Sir,

Name of the Account:

Type of Account:

Account Number:  
-----

I/We am/are having the captioned account with your branch. The account could not be operated by me/us for the last -----years due to the following reasons.

- a)
- b)

Now I /We wish to resume operations in the account. Hence //We request that I/We may be permitted to continue operations in the account.

My/Our present address is as below:

I/We enclose the copies of the following documents for identity and address proof.

- 1.
- 2.

Pass Book is enclosed for updation and return.

Yours faithfully,

(Signature/s)

(To be signed by all Depositors in case of Joint accounts)