

Customer-Name _____ Address: _____

Date:

The Manager
HDFC Bank Ltd
Branch:

Dear Sir/Madam,

Reg: Request for the following:
Account No. _____

With respect to the above mentioned Account request you to provide the following :

- Outstanding balance of *my/our account(s)
- Duplicate Statement of Account for the period _____ to _____
 - Despatch to : My Mailing Address as recorded in the system
 - Personally Collect the same from the Branch (Name) _____
- Status of my Cheque no _____

I understand that there is a charge applicable for the above which I authorize the bank to debit my above account as applicable.

Yours truly,

Signature of Customer/Authorised Signatory(s)

For Office Use only:

Customer Signature Verified by : Name

Signature

Date of request in the system:

Address Confirmed with the system:

Reason for duplicate statement:

Charges : Yes/No

Reasons for non charging:

Customer Acknowledgement (for receipt of statement)

Signature of Customer/Authorised Signatory(s)

Customer Signature Verified by : Name

Signature