

The Manager
HDFC Bank Ltd

Payment of fixed deposit number

Dear Sir,

We request you to kindly close the captioned deposit account held in my/ our name with your bank and

1. Credit the proceeds to my /our Account No. _____ Standing in the name(s)
ofand

or

2. Issue Manager's cheques favoring in the name of the FD deposit holder(s)

We understand that the Bank has already renewed the above fixed deposit as per my /our earlier instructions and dispatched to me/us the renewed advice for the same, which is pending receipt by me/us

I/We confirm that the renewed FD advice has yet not been received by us.

We understand that as per the bank's process the customers need to surrender the original renewed FD advice. However, we are in immediate need of the funds and hence request you to process the request for closure of the captioned account pending receipt of the renewed FD advice. I/we hereby agree and undertake that on receipt of the renewed advice already dispatched to me/us, I/we shall destroy the same at our end. This letter of request for liquidation of the above referred FD would discharge the bank of the liability on the said fixed deposits towards me/us and I / We will have no right of any claims on the bank on the said fixed deposit.

Yours faithfully,

(First Holder)

(Joint Holder)

Ps: In case instructions to liquidate the FD is provided after the maturity date of the FD(i.e. after the renewal of the FD), the request need to be signed by all the FD deposit holders.