

Request Letter for Update Bank Passbook

From,
Anil Chopra,
73 Green Avenue,
Delhi
India
(Mobile no)

Date: 03/08/2020

To,
The Manager,
The Indian Bank,
56 XYZ Enclave,
India

Subject: Issue of the updated passbook

Ref: Savings account number

Dear Sir/Madam,

My name is Anil Chopra. I am a customer of your bank. I hold an account under the name Anil Chopra and the account number is 098765432. I want to convey to you that the passbook issued by the bank earlier has been used up.

I request you to please issue a new passbook for my account. I also request you to kindly update the new passbook with the transactions done to date.

I have provided copies of my id proofs for the process of verification. The specific charges can be debited from my account.

Kindly do the needful.

Thanking You!

Yours Faithfully

(Signature)
Anil Chopra

