

Branch Manager _____
Eastern Bank Limited _____ Branch

Date _____

Dear Sir,

Account No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Title _____

Please arrange to:

Issue a duplicate statement of account for the period _____ to _____

Issue a Bank Certificate / Balance Confirmation Certificate

Update the change in my address which is as follows :

_____ Phone: _____ Mobile: _____

Provide me with a copy of Cheque No. _____ encashed through my

Account No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Provide me the duplicate advice for the following entries :

Please cancel Standing Order for _____ (Currency & Amount)

Due on _____ (Date) Favoring _____

Any other request may be stated herein: _____

Customer Signature

(All to sign if Joint Signature Account)

S. V. (full Signature)

BANK USE ONLY

Received By _____ Date & Time _____

Charge Deducted Tk. _____

Action Taken By

Authorized By

Delivered To _____

Date & Time _____