

Letter To The Bank Manager For Cancellation Of DD Sample #2

Date:

To,

Branch Manager _____

Bank Name _____

Bank Address _____

Subject: Letter to the Bank Manager for Cancellation of DD

From,

To,

Name _____

Address _____

Respected _____,

My name is _____. And, I am writing this letter to you about my DD Cancellation. And, my DD number is _____ and the amount Rs _____ in favor of _____ from my overdraft account no is _____. Due to the _____ reason issue demand draft is not required.

Request you to kindly cancel issued DD no _____ and credit the amount is _____ from my account no _____.

Thanking you.

Name _____

Signature _____