

To
The Head of Agent Banking
Bank Asia Ltd.
Bengal Center (3rd Floor)
28 Topkhana Road. Dhaka-1000

Sub: Request to Change in Contact No.

Dear Sir,

Please be informed that I have been maintaining an Account under _____ Agent Banking outlet situated at (Upazila) _____ in (District) _____. My A/C No. is **108**..... & A/C Title: For emergency issue, I need to change in my contact no. that has been provided in AOF at the time of Account opening. In that regards, you are requested to change in my contact no. instead of

You are cordially requested to enlist my new contact no in place of old number.

Sincerely Yours:

Customer's Name:

Contact No:

Customer Signature with Date

Acknowledged By:

Agent's Name:

Contact No:

Agent's Signature with Date

Checked By:

Officer Name:

Contact No:

Officer's Signature with Date