

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

Subject: Request for “Rejection of an Account”.

Sir,
This is to inform you that Mr. X is an A/C holder of our agent point
.....His A/C number is 108345XXXXXXXXXX. For some
unavoidable circumstances this account needs to be rejected. I have taken the consent from
customer by Ph: 01711XXXXXX.

Please take necessary steps regarding this and oblige thereby.

Sincerely Yours
Customer's Name.....
Customer's Signature
.....
Date: Phone:

Acknowledged By Agent
Name :
Signature:
Date :
Phone :

Checked By ARO
Name :
Signature:
Date :
Phone :