

Place :

Date :

From:

.....  
.....  
.....  
.....

To:

The Manager,  
MMPAR Co-operative Society (R)  
..... Branch  
574228

Dear Sir / Madam,

**Sub : Closing of SB / CURRENT / OD A/C No.....**

With reference to the above, as I / We are not able to continue the operation in my / our Savings Bank Account / Current Account with you due to the reason that .....  
..... Hence, I / We request you to close the above account and pay the proceeds to me / us and oblige. We herewith surrender unused cheque leaves and the pass book.

Thanking you,

Yours Faithfully,

.....  
(Signature)