



Request letter for Passbook Issuance format

Date: \_\_\_\_\_

To,  
The Branch Manager  
HDFC BANK Ltd.

Branch \_\_\_\_\_

**Subject:** Request for Issuance of Passbook for Savings A/c No. \_\_\_\_\_

Dear Sir / Madam,

I / we, request you to issue a Fresh Passbook for Savings A/c No. \_\_\_\_\_

I/ we understand that we are offered the Passbook with every Savings A/c and that should the Bank decide to provide us with statement of accounts at monthly/quarterly or any other frequency it will be so at the sole discretion of the Bank.

I/ we have read and agree to be bound by the Terms & Conditions of the Savings Account.

Thanking you.

Yours Sincerely,

\_\_\_\_\_  
(First A/c Holder)

\_\_\_\_\_  
(Second A/c Holder)

\_\_\_\_\_  
(Third A/c Holder)

Tel./ Mobile No \_\_\_\_\_

Note: One Account holder signature is sufficient

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I / we acknowledge the receipt of the Passbook

\_\_\_\_\_  
(First A/c Holder)

\_\_\_\_\_  
(Second A/c Holder)

\_\_\_\_\_  
(Third A/c Holder)

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**For Branch use:**

Request Received on Date \_\_\_\_\_ Time \_\_\_\_\_

**Passbook** given to customer on Date \_\_\_\_\_ Time \_\_\_\_\_

If Duplicate, Charges collected \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of the branch official