

Branch Manager _____
Eastern Bank Limited _____ Branch

Date _____

Dear Sir,

Account No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Title _____

Please arrange to:

Issue a duplicate statement of account for the period _____ to _____

Issue a Bank Certificate / Balance Confirmation Certificate

Update my information as follows:

Present/ Mailing/ Permanent Address: _____

_____ Phone: _____

Mobile: _____ Email: _____

Please update the above Mobile No. and/or Email in the Debit Card(s) tagged with my/our above account.

Provide me with a copy of Cheque No. _____ encashed through my

Account No.

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Provide me the duplicate advice for the following entries :

Please cancel Standing Order for _____ (Currency & Amount)

Due on _____ (Date) Favoring _____

Any other request may be stated herein: _____

Customer Signature

(All to sign if Join Signature Account)

S. V. (full Signature)

BANK USE ONLY

Received By _____ Date & Time _____

Charge Deducted Tk. _____

Action Taken By

Authorized By

Delivered To _____

Date & Time _____