



Date [] [] []
day month year

The Manager,
Branch,
United Arab Emirates.

CUSTOMER REFERENCE

Customer account number

02 - [] - [] - [] - [] - []

Account title

Cheque Type [] PDC (Post Dated Cheque) [] Returned Cheque [] Rejected Cheque

Dear Sir/Madam,

I/We hereby kindly request you to return the Cheques(s) deposited in my/our account, details of which are specified above. The details of the cheque(s) are mentioned below:

Table with 5 columns: S. NO., CHEQUE NUMBER, CHEQUE DATE, CHEQUE AMOUNT, BANK NAME

I/We further request you to kindly deliver the above mentioned cheque(s) to the person whose name and specimen signature is specified below to collect the cheque(s) on my/our behalf without any risk and responsibility on the Bank's part.

Name []

ID number []

specimen signature

Yours faithfully.

authorized signatory(s)

FOR OFFICE USE



signature

Verified by []

I hereby confirm that I have received the above mentioned cheque(s).

Number of cheques received []

Received on [] [] []
day month year

Received by []
receiver's signature

NOTE: In the case of multiple signatories, authorized signatories must sign as per the account mandate.