



Request Letter for Cancellation of Demand Draft/Banker's Cheque

The Branch Manager,
State Bank of India,
_____Branch

Dear Sir,

CANCELLATION OF DEMAND DRAFT/ BANKERS' CHEQUE NO.
DATED _____ FOR RS. _____ FAVOURING _____

Please arrange to cancel my Demand Draft/ Bankers' Cheque No.....dated.....for Rs..... favouring.....drawn on branch due to the reasons mentioned below:

- a. I do not require the same now
- b. Due to wrong printing of payee's name/drawee branch
- c. Other reasons.....

2. I, therefore, request you to credit the proceeds to my account no. _____ with _____ branch/ arrange to make cash payment to me. I permit the bank to recover the prescribed charges, if any, for cancellation of Demand Draft/Banker's Cheque.

Thanking you in anticipation,

Yours faithfully,

(_____)
Address _____

Date:

Tel _____ Mobile _____

For Office Use

Signature Verified and
Cancellation of DD/ BC Allowed

Draft/BC Cancelled and amount
Paid in Cash/Credited to account

Authorised Bank Official
Date:

SWO / SA / SSA/ Other Official
Date: