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Dd cancellation letter format for sbi bank

Dd cancellation letter to bank format.

in: Account Documents Examples Banking Documents Samples Corporate Requirements Purchase Department Required Documents How to write a sample request application letter to bank manager for Demand Draft cancellation in .doc / word to SBI/ICICI/AXIS/IDBI/HDFC etc Banks ROCKET /SBI/13-14/May 1, 2013The Bank ManagerSTATE BANK OF INDIA 45/4 M G Road Bangalore 458 545Dear Sir,Reg : Cancellation of Demand DraftPlease cancel the enclosed Demand Draft No. ----- dtd. 15.04.13 for Rs. -----/- (Rupees ----- only) issued in favour of ABC SALES CORPORATION A/C, payable at Bangalore. You are requested to please cancel the above Demand Draft and credit the proceeds to our CC A/c ----- maintained with you. Thanking you,Yours faithfully,For Rocket Sales Ltd.Authorised SignatoryEncl. As above Sign Up Now &Daily Live Classes250+ Test seriesStudy Material & PDFQuizzes With Detailed Analytics+ More BenefitsGet Free Access Now SolutionsignNow empowers organizations to speed up document processes, reduce errors, and improve collaboration.See all solutions SolutionsignNow empowers organizations to speed up document processes, reduce errors, and improve collaboration.See all solutions SAMPLE CANCELLATION LETTER MUST BE ON COMPANY LETTERHEAD August 15, 2005 Carrier Name Carrier Address City, State Zip Re: Client Name Client Group Number Dear Salutation: Please be advised we wish to cancel our group blank contract effective date (mm/dd/year). Please contact me should you require additional information to process this request. We thank you for your past service. Sincerely, Client Contact Client Title Company Name CC:John A. Yozell Marijane Norris Geary When we want to pay money to someone then we can do that in a number of ways. We can pay him by cash, cheque, funds transfer, and the one is demand draft.

Format for Change of Address Letter to Service Tax Department

From:

Robert Brown

Manager,

M.K Global Solutions Ltd

2st Floor, Ghanerao House 10, Delhi (India)

Date: 03.06.2017

To,

The Officer

Service Tax Department

Cinnamon Gardens, Delhi (India)

Sub: Change of Address

Dear Sir,

We would like to inform you that our company M.K Global Solutions Ltd has shifted from its previous location to a new place and we would like to please update our new address in your records. We request you to please forward all the correspondences to the new address from now onwards.

Name: M.K Global Solutions Ltd

Address: 2st Floor, Ghanerao House 10

Phone: 9898989898

We would also like to request you to please send us a formal confirmation letter of change of address in your records. We expect that you would make these changes at the earliest as we will no longer be responsible for any correspondence sent to the previous address.

For any further queries, please contact us at the number shared in the letter.

Sincerely,

Mukesh Goyal

Manager,

Demand draft is widely used in India for money things. In most of the cases, demand drafts are used while paying the university fees etc. Not only for paying the university fees there are many other uses too. If you have already made a demand draft and want to cancel demand draft in SBI. Then I will help you do that today, in this article of mine, I have mentioned the procedure which you need to follow to do it. So now without wasting much time of yours let us get started with the article and check out the procedure by following which you can cancel demand draft in SBI.

DD CANCELLATION LETTER

Date: November 02, 2018

To,

The

Manager,

SBI

Sub: Cancellation of Demand Draft (DD No. 123456789)

To Whom It May Concern / Dear Sir,

I hereby request you to cancel the above mentioned Demand Draft (DD No.) which took in (Date) from your bank for rupees of (Amount of DD) in favor of (The person name for DD). Due to (The reason of DD cancellation), the DD has not been used.

I would like to request you to cancel the DD and deposit the amount to my savings account no (Bank account number). If there is any charge needed, it shall be paid by the cash.

Yours faithfully,

(Your signature)

(Name)

(AC No.)

Before we proceed to the further part of this article I would like to make one thing clear. And that is you can not cancel demand draft online. [hino_268_owners_manual.pdf](#) There is no such provision made by SBI so you will have to visit the bank's branch personally and cancel the demand draft. As soon as you create the DD the amount will be instantly deducted from your bank account it will be taken from you. This is already known to you because you have already made the DD. Now the scenario is you want to cancel the same and want to get the money back. The things which you should have with you right now to cancel the DD are the receipt of cash payment and the original demand draft.

Cancellation Refund Demand Draft Letter

[Date]

To

The manager

[Bank name]

[Bank address]

SUB: cancellation of Demand Draft no [DD Number]

Dear Sir,

You are requested to cancel the above mentioned Demand Draft [DD NO], which took on [date] from your bank for rupees of [amount of DD] in favor of [the person name for DD]. Due to [the reason of DD cancellation], the DD has not been used.

I would like to request you to cancel the DD and deposit the amount to my savings account no [bank account number]. If there is any charge needed, it shall be paid by the cash.

Yours faithfully,

[Your signature]

[Name]

[AC No.]

You can cancel your DD in two cases and they are, 1) You have paid cash for your demand draft. If you have paid cash for the DD then you have to visit the bank's branch and submit the original DD and the receipt of cash payment which you received when you paid the cash. The DD will be taken back to the bank and you will get the money instantly. But please keep in mind that you will not get the whole amount back. The bank will deduct some amount from the actual amount as the cancellation fees. [brainpop_chemical_bonds_worksheet_answer_key_2](#) You have paid money from your account for demand draft. [anatomy_book_hd_chaurasia.pdf](#) If you have paid money directly from your bank account then the procedure to cancel the DD changes. In this case, you have to fill the DD cancellation form. You can get the cancellation form in the bank's branch, just ask the bank officials to provide one. You have to fill the cancellation form with all the information asked in the form. When you finish filling the form submit it along with the original demand draft and the amount will be refunded to your bank account. Even in this case, some cancellation fees will be deducted by the bank. These are the two methods which you can follow to cancel DD, if you have lost your DD somewhere then it will be a tough job to get the money back. I recommend you to talk with the bank officials if you have lost it somewhere. Because they can explain you the procedure better than me in the case of loss of DD. Conclusion So this is how you can cancel demand draft in SBI. I hope you are clear with all the information that is mentioned in this guide. But in case you have any kind of doubts then you can comment down below. Demand Draft is a very common financial instrument issued by the bank to the customer. A person can get a DD issued for a certain amount from the bank to pay someone. A DD is an instrument that remains valid for some time, generally, it is 6 months in India unless said otherwise. A demand order is issued against a particular payee and the name remains printed on the DD. However, the biggest problem is that what if there is no need for payment. What you need to cancel the DD. In all such cases, you need to write a letter to the Bank Manager asking him to cancel the DD. Here is how you should write a letter to the Bank Manager for the cancellation of the DD. Salutation The letter must be addressed to the Bank Manager of the bank branch where the DD was issued. The name of the bank, branch and the address of the branch should be mentioned. The next is to provide the details of the applicant, the name, and the full address. Date This is the date of writing the letter. Subject This is the headline of the letter and should be the summary of the content. In this case, the matter is cancellation of the DD, hence, the subject should have the cancellation of the DD and the DD number should be mentioned as well. Body This is the main part of the letter and it should be descriptive enough for the bank manager. This part must answer few things like why the customer wants to cancel the DD when it was issued and what is the validity of the DD should be mentioned. The body should also mention the DD number, account number of the customer. The contact number of the customer must also be mentioned. All the required documents and the details must be attached with the application letter. The same should be mentioned in the letter as well. Thank the manager before the closure of the letter. Closure The letter must be closed with the name of the applicant. Formalities Before handing over the letter to the bank manager, you need to ensure that the DD that was issued is available to you. For cancellation of the DD, you must have the original DD with you. The identity proof may also be required. Here is the format of the letter for DD cancellation. To The Bank Manager XYZ Bank ABC Branch 123 Road, MNP Area XYZ City From ABC 234 Road, ABC Area XYZ city Date: 14/02/2018 Subject: Cancellation of DD Number - XXXXXX, Issued on 21/01/2018 Respected Sir/Madam, I am ABC and hold a bank account in your branch (Account Number - XXXXXXXX), Resident of 234 Road, ABC Area, XYZ City, since 2013. I requested for a DD of amount INR 40000 on 21st January 2018. The bank subsequently issued the DD with DD number XXXXXX on the same date. However, as the deal between Supplier and me has cancelled, I would want to cancel the DD henceforth. The original DD has been attached to the application letter for further details.



I can be contacted by my registered mobile number – XXXXXXXXXX. I shall be very grateful if you cancel the DD with immediate effect and transfer back the amount issued on it. Thanking You. Yours Sincerely, ABC