

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

To:  
The Secretary,  
The Accountant General's Office Employees' Co-Operative Bank Limited,  
Bangalore – 560001.

Madam,

**Subject: - Issuing of Demand Draft**

Referring to the subject mentioned above, I request you to kindly issue me \_\_\_\_\_ DDs (details mentioned below) totally Amounting to a sum of ₹ \_\_\_\_\_ /- (Rupees \_\_\_\_\_) by debiting my Savings Bank Account bearing number \_\_\_\_\_.

Sl. No	Favoring	Payable at	Amount
1			
2			
3			
4			
5			
<b>Total</b>			

Kindly do the needful and oblige,

Thanking you,

Yours faithfully,

(\_\_\_\_\_)

A/c Number: \_\_\_\_\_