

Application for Closing Account at HDFC Bank

1. Application for Account Consolidation Prior to HDFC Bank Account Closure

To,
The Branch Manager,
HDFC Bank,
[Branch Name],
[Branch Address],

Subject: Application for Account Consolidation Prior to HDFC Bank Account Closure

Respected Sir/Madam,

I, [Your Name], holding account number [Account Number 1] at your branch, wish to consolidate it with my other HDFC Bank account, number [Account Number 2], held at [Branch Name and Address]. I request you to kindly merge these accounts and retain the account number [Account Number to Retain] as the primary account.

Once the consolidation process is completed, I would like to proceed with the closure of my account number [Account Number to Close]. Kindly initiate the account closure process and provide me with the necessary paperwork to complete the procedure. Any remaining balance in the account to be closed should be transferred to the primary account mentioned above.

Your prompt action in this matter would be highly appreciated. I would be happy to visit the branch and provide any additional information or documentation that may be required to process this request.

Thank you for your attention to this matter.

Yours faithfully,

[Your Name]
[Your Address]
[City, Pin Code]

[Mobile Number]

[Email Address]

2. Joint Account Separation Application Before HDFC Bank Account Closing

To,
The Branch Manager,
HDFC Bank,
[Branch Address],

Subject: Request for Joint Account Separation Before Account Closing

Respected Sir/Madam,

I, [Your Name], holding a joint savings account (Account No: #####) with [Joint Holder's Name] at your branch, am writing this request to kindly separate the joint account before its closure.

Due to personal reasons, we have decided to close our joint account and maintain individual accounts. We have already transferred our funds accordingly and now request you to proceed with the separation process.

We understand that this may require additional documentation or your staff's assistance, and we are ready to provide any necessary documents and cooperate with the bank to complete this task.

Kindly process our application for joint account separation at the earliest and confirm the same once it is completed. We appreciate your prompt attention to this matter.

Thank you.

Yours faithfully,

[Your Name]
[Your Address]
[Your Contact Number]
[Your Email ID]

[Joint Holder's Name]
[Joint Holder's Address]
[Joint Holder's Contact Number]
[Joint Holder's Email ID]

3. Application for Account Dematerialization Before HDFC Bank Account Termination

To,
The Branch Manager,
HDFC Bank,
[Branch Name],
[Branch Address]

Subject: Application for Account Dematerialization Before HDFC Bank Account Termination

Respected Sir/Madam,

I, [Your Name], an account holder with HDFC Bank, kindly request your assistance in dematerializing my account before its termination. My account details are as follows:

Account Name: [Your Name]
Account Number: [Your Account Number]
Customer ID: [Your Customer ID]

Due to unforeseen personal reasons, I have decided to relinquish my account with HDFC Bank. As a result, I request that the bank arranges for the dematerialization of all related financial instruments associated with my account, such as shares, debentures, and mutual funds, at the earliest.

I have cleared any outstanding balances and charges associated with my account and will provide any necessary documentation or information to facilitate this process. I understand that the dematerialization process may incur fees, and I am willing to bear any such expenses.

Kindly initiate the account dematerialization process as soon as possible, and acknowledge the receipt of this application. I appreciate your prompt attention to this matter and look forward to a smooth resolution.

Thank you for your assistance.

Yours sincerely,

[Your Name]

[Address]

[Contact Number]

[Email ID]

4. Switching To NRI Account Application Instead of Closing Regular HDFC Bank Account

To,
The Branch Manager,
HDFC Bank,
[Branch Name],
[Branch Address],

Subject: Request for Switching to NRI Account Instead of Closing Regular Account

Dear Sir/Madam,

I, [Your Name], holding a savings account (A/c No. [Your Account Number]) with your esteemed HDFC Bank at the [Branch Name] branch, am writing this letter to request the conversion of my existing regular savings account to a Non-Residential External (NRE) account.

Due to my recent relocation to [Country of Residence], I have now become a Non-Resident Indian (NRI). As an NRI, I understand that there are certain regulations and eligibility criteria that I need to comply with, as per the Reserve Bank of India (RBI) guidelines. To adhere to these regulations and to manage my finances efficiently, I wish to switch to an NRE Account instead of closing my regular savings account.

I have already emailed my KYC documents, including a copy of my passport, visa, address proof, and overseas address proof to the bank's official email address (email ID). I kindly request you to process this request at the earliest and provide me with the necessary details for the newly converted NRE account.

Please feel free to contact me at [Your Email Address] or [Your Phone Number] for any further information or documentation that may be required.

Thank you for your assistance and understanding in this matter.

Yours faithfully,

[Your Name]

[Your Signature]

5. Request for Balance Transfer Application to Alternate Bank Before HDFC Bank Account Closure

To,
The Branch Manager,
HDFC Bank,
[Branch Address]

Subject: Request for Balance Transfer Application to Alternate Bank Before HDFC Bank Account Closure

Respected Sir/Madam,

I am writing this application to request the transfer of my balance amount lying in my HDFC bank account to an alternate bank account before closing my existing account. My account details are as follows:

Name: [Your Name]

Account Number: [Your HDFC Bank Account Number]

IFSC Code: [HDFC Branch IFSC Code]

I would like to transfer the entire balance amount to my alternate bank account mentioned below:

Bank Name: [Alternate Bank Name]

Account Number: [Your Alternate Bank Account Number]

IFSC Code: [Alternate Bank Branch IFSC Code]

I request you to process the balance transfer at the earliest and initiate the account closure process subsequently. Additionally, please provide confirmation of the balance transfer and account closure for my records.

Thank you for your prompt attention to this matter. I look forward to your swift action.

Yours faithfully,

[Your Name]

[Your Contact Number]

[Your Email ID (if any)]