

# **Recurring Deposit (RD) Account Closure Application**

## **1. Application to Modify Recurring Deposit Account Tenure before Closure**

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

Subject: Application to Modify Recurring Deposit Account Tenure Before Closure

Respected Sir/Madam,

I, [Your Name], am holding a Recurring Deposit Account (RD Account) with your esteemed bank, [Bank Name], at [Branch Name] branch. My RD Account number is [RD Account Number]. I had initially opted for a tenure of [Original Tenure] months for my RD Account, which is scheduled to mature on [Maturity Date].

However, due to some unforeseen personal circumstances, I am now in need of funds and wish to modify the tenure of my RD Account to [New Tenure] months, which will result in the pre-closure of my RD Account.

I request you to kindly consider my application and permit me to modify the tenure of my RD Account as mentioned above. I understand that there might be some pre-closure charges and revised interest rates applicable, and I am willing to abide by the bank's terms and conditions regarding the same.

I hope my request will be granted at the earliest. Please let me know if there are any further formalities or documents required from my end.

Thanking you in anticipation.

Yours faithfully,

[Your Name]  
[Your Address]  
[Your Contact Number]  
[Date]

## **2. Application for Recurring Deposit Account Dissolution Due to Bank Merger**

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

Subject: Application for Recurring Deposit Account Dissolution Due to Bank Merger

Respected Sir/Madam,

I, [Your Name], holding a Recurring Deposit Account (Account No: [Your Account Number]) with your esteemed bank. I have recently come to know about the merger of [Bank Name] with another bank, due to which there might be changes in the policies and interest rates of my Recurring Deposit Account.

As a result, I humbly request you to kindly dissolve my Recurring Deposit Account and transfer the matured amount to my savings account (Account No: [Your Savings Account Number]) at the earliest. I understand that any pre-mature withdrawal of the deposit may result in the loss of interest as per the bank's policy, and I am willing to bear the consequences.

Please find the attached documents related to my Recurring Deposit Account and identity proof for your reference. I would appreciate it if the account dissolution is processed as quickly as possible so that I can manage my finances accordingly.

Thank you for your attention to this matter, and I look forward to your prompt response.

Yours faithfully,

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

### **3. Application for Recurring Deposit Account Transfer and Subsequent Closure**

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

Subject: Application for Recurring Deposit Account Transfer and Subsequent Closure

Respected Sir/Madam,

I, [Your Name], holding a Savings Account (A/c No. [Account Number]) with your branch, have a Recurring Deposit (RD) Account (RD A/c No. [RD Account Number]) which is linked to my Savings Account.

Due to personal reasons, I would like to request the transfer of my Recurring Deposit Account to another branch, specifically [New Branch Name] situated at [New Branch Address]. Once the transfer is complete, I kindly request the subsequent closure of the transferred RD Account, and the maturity amount to be credited to my Savings Account (A/c No. [Account Number]).

I understand any pre-closure charges (if applicable) and the applicable interest rate on the RD Account will be adjusted accordingly. I have attached a photocopy of my passbook and the necessary identity proof for your reference and verification.

I kindly request you to process my application at the earliest and inform me when the transfer and closure have been completed. I appreciate your assistance in this matter.

Thanking you,

Yours faithfully,

[Your Name]

[Your Address]

[Your Contact Number]

[Date]

## **4. Application for Premature Recurring Deposit Account Closure due to Financial Hardship**

To,

The Branch Manager,

[Bank Name],

[Bank Branch],

[Bank Address]

Subject: Application for Premature Recurring Deposit Account Closure due to Financial Hardship

Respected Sir/Madam,

I, [Your Name], hold a recurring deposit account (Account number: XXXXXXXXXXX) with your esteemed bank. I had opened this account on [Account opening date] and have been depositing the monthly installment of INR [Amount] without fail.

Unfortunately, due to unforeseen financial hardships, I am unable to continue depositing the installments as per the initial agreement. The sudden loss of income has compelled me to reconsider my financial commitments, and I find it necessary to access the funds deposited in my recurring deposit account.

In light of these circumstances, I kindly request you to consider the premature closure of my recurring deposit account. I understand that this may result in reduced interest earnings and am willing to bear the consequences.

I humbly request you to process my application at the earliest and release the accumulated amount, along with the applicable interest, into my savings

account (Account number: YYYYYYYYYY) maintained with your bank. I have attached a copy of my passbook and identity proof for your reference.

I appreciate your understanding and assistance in this matter. Please let me know if any further information is required.

Thank you.

Yours faithfully,

[Your Name]

[Your Address]

[Your Contact Number]

[Your Email ID]

## **5. Application to Close Recurring Deposit Account and Redirect Funds to Charity**

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

Subject: Application to Close Recurring Deposit Account and Redirect Funds to Charity

Respected Sir/Madam,

I hereby write this application to request the closure of my Recurring Deposit Account (RD) with your esteemed bank. The details of my account are as follows:

1. Account Holder's Name: [Your Name]
2. RD Account Number: [RD Account Number]
3. Customer ID: [Customer ID]

I have completed the tenure of my RD account, and now, I wish to close the account and redirect the accumulated funds to a charity organization in India. The name and details of the charity organization are as follows:

1. Name of the Charity: [Charity Name]
2. Address: [Charity Address]
3. PAN Number: [Charity PAN]
4. Registration Number: [Charity Registration No.]

I request you to kindly complete the necessary formalities for closing my recurring deposit account and transfer the entire maturity amount, including the interest accrued, to the mentioned charity organization.

Please find the enclosed documents required to process the closure and transfer of funds. Your prompt assistance in this matter will be highly appreciated.

Thanking you,

Yours sincerely,

[Your Name]

[Your Address]

[Contact Number]

[Email ID]

[Date]