

To

The Secretary/President,
Ministry of Education Co-Op.
Thrift & Credit Society Ltd.,
Shastri Bhawan, New Delhi.

Subject: Closure of Membership Account from the Society –regarding

Sir,

I am to submit that I have been got retirement on superannuation or transferred from this Ministry or due to personal reason, it is not possible for me continue the membership of the society. It is, therefore, requested kindly settle/close my accounts finally and dues payable to me may be paid/remitted by Cheque/Cash at the earliest.

Thanking you,

Yours Faithfully,

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Signature with Name of Account Holder

Account No. _____ (Mob No. _____)

Address: _____

May be settled

(Hony. Secretary)

Received a sum of Rs. _____ (Rupees _____)

Vide cheque No. _____ dated _____ as full and final payment and account got to be closed.

(Signature of member)