Date:-

INTER-OFFICE MEMO

To: The Accounts Section, TMB, BDBL

Ref: DEBIT AUTHORIZATION

As requested, we are going to issue a BDBL Cheque book as follows

To Mr. /Ms./ Mrs. _____

For Account No _____

No. of Cheques ☐ 25 Leaves ☐ 50 Leaves (Tick the appropriate)

Therefore, please debit Nu……/- only to the above A/C, towards cheque issuance charges.

Signature of PSO/CSA:

Signature of client

Name of PSO/CSA:

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