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Date: .....

The Managing Director

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Dear Sir,

**INTER-MEMBER TRANSFER OF ACCOUNT**

We/I hereby wish to inform you of our/my intention to move our/my account domicile with  
.....a/c No  
....., CHN No .....

Also take this as an authority for your house to act on our/my behalf concerning the transfer.

Attached herewith are the necessary documents to facilitate the transfer.

Thank you in anticipation of a cordial business relationship.

Yours faithfully,

Name:.....

Signature: .....