Date: 07.01.2021

To

The VP & Head of the Branch

Bank Asia Limited, Corporate Branch

Noor Tower (1st Floor), Dhaka-1208.

Dear Sir,

The Sustainable Research and Consultancy Limited (SRCL), 28 Kawran Bazar, Dhaka-1215 bearing account no: 00233011965 is a current account holder of your branch. Due to discontinuation of transaction the account number is dormant from last few months. According to the AGM meeting of our company we want to reopen this account in your branch and regularize the transaction. All relevant document is attached herewith for continuation of the process.

According to our discussion, please reopen the mentioned account and formalize the transaction procedure and oblige thereby.

Thanks in advance for your cooperation.

Thanks & Regards

Enclosure:

1. Application Form
2. Service Request Form
3. Legal Documents
4. AGM Copy