To

The Bank Manager

UBI Bank

Champasari, Siliguri

Pin. 734003 Date: 04/03/2024

Respected Sir/Ma’am,

**Subject: Request for Change of Name in Bank Credential for Freshia 2 Housing Society**

I am writing to you in my capacity as the President of Freshia 2 Housing Society to request a change of names in our bank credentials.

As per the recent elections held within our society, there have been changes in the key positions of our management committee. Therefore, we kindly request the following changes to be made in the bank records:

**1. President: Mr. Tarun Duggal**

**2. Cashier: Mr. Pranavendra Dwivedi**

**3. Secretary: Mr. Bilas Kherkhataria**

We kindly ask for your assistance in updating the bank's records to reflect these changes accurately. We trust in your prompt attention to this matter and would appreciate it if you could guide us through the necessary steps to ensure the timely completion of this request.

Thank you for your attention to this request.

Yours sincerely,

Cashier ’s Signature

Mr. Pranavendra Dwivedi

Cashier

Freshia 2 Housing Society

Contact: +91 9382736212

Secretary’s Signature

Mr. Bilas Kherkhataria

Secretary

Freshia 2 Housing Society

Contact: +91 9382736212

President’s Signature

Mr. Tarun Duggal

President

Freshia 2 Housing Society

Contact: +91 9635140171