# MEMORANDUM

Date: {{DATE\_TODAY}}

Our Ref: {{OUR\_REF}}

To,

The Branch Manager

Bank Name, Branch Address

Subject: Request for {{STATUS\_LINE}}

Dear Sir/Madam,

We, {{DEVELOPER\_NAME}}, are the Promoter for the RERA registered project {{PROJECT\_NAME}}. In accordance with RERA requirements, the below-mentioned accounts were maintained. Kindly proceed with the {{STATUS\_LINE}} as on date.

|  |  |
| --- | --- |
| Account Name | Account Number |
| {{ACC1\_NAME}} | {{ACC1\_NO}} |
| {{ACC2\_NAME}} | {{ACC2\_NO}} |
| {{ACC3\_NAME}} | {{ACC3\_NO}} |
| {{ACC4\_NAME}} | {{ACC4\_NO}} |

We confirm that all dues have been cleared and request you to close/transfer the above accounts as mentioned.

Thanking You,

Yours faithfully,

For {{DEVELOPER\_NAME}}