

On the letterhead of the company

Date:

The Manager
Shinhan Bank

_____ Branch

Sub: Request for Demand Draft / Pay Order

Dear Sir,

Please arrange to issue me a Demand Draft / Pay order with details as mentioned below:-

1.	Beneficiary Name	
2.	Amount in figures	
3.	Amount in Words	
4.	Payable at (mandatory if not in Mumbai)	
5.	Deliver Instrument to Name & address. (If applicable)	

I/we authorize you to debit my/our account number _____ for the amount and your charges.

Thanking You

Authorized signatory with rubber seal