

From,

To,

Maitra Commodities Pvt Ltd,
Customer Relationship Department
No: 17/1, First Floor,
Visweswarapuram Street,
Alwarpet, Chennai – 600018.
Phone No: 044-48656581/82

Sub: Request you to close and deactivate my trading A/c as soon as possible- reg.

Dear Sir,

I am having client id: _____ under Maitra Commodities Pvt Ltd.
Now, I am willing to close my trading account due to following
reason _____
_____. So, I request you to close
my trading account as soon as possible. And kindly intimate the same.

Regards & thanks

_____(Signature and name of the trading account holder)

Place: _____

Date: _____