

Correspondence to Nominee and / or Survivor(s) and / or Legal Heir(s)

From,  
Branch Manager  
The Kalupur Commercial Co. Op. Bank Ltd.  
\_\_\_\_\_ Branch

To,

\_\_\_\_\_  
(Name of nominee and / or Survivor and / or Legal heirs)

Address : \_\_\_\_\_

Subject : Intimation for inventory of content of safe deposit locker

Dear Sir,

We refer to safe Deposit Locker No. \_\_\_\_\_ held in the name of \_\_\_\_\_ with our \_\_\_\_\_ Branch.

Upon receipt of your request and documents in respect of the above mentioned locker, and after being satisfied with the prima facie genuineness of the claim, we hereby inform you that the bank shall undertake the process of Inventory of the content of the locker

Accordingly, you are requested to remain present at the branch as per the details mentioned below :

Date : \_\_\_\_\_

Time : \_\_\_\_\_

Place : Branch Address

The inventory of the locker contents shall be carried out in your presence, alongwith the bank official and independent witnesses, in accordance with applicable guidelines. The content will be recorded as per the prescribed procedure.

Kindly note that in case of your inability to remain present, you may intimate us in advance.

For any clarification, please feel free to contact undersigned

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ two thousand \_\_\_\_\_.

Thanking you,  
yours faithfully,

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Branch Manager