

S.Y B.COM (ENGLISH & BUSINESS COMMUNICATION-IV)

UNIT-II (BANKING CORRESPONDANCE)

*Introduction

In modern times, different types of services rendered by banks have been so integrated with general business activities that banks have become indispensable to firms of all types and of different financial activities

Some of the situations that demand correspondence with a bank are:

- Letter concerning
- Opening of Current account
- Stopping payment of a cheque
- Wrongful dishonor of cheque
- Application for an overdraft facility
- Application for housing loan
- Regarding investment advice
- Loss of debit or credit card

*Opening of current account (Required details for drafting letter)

- Address of the person who is writing a letter
- Address of a bank
- Date
- Mobile No / Landline No
- Subject
- Appropriate reason for opening account
- Details of your other accounts
- Supporting Documents
- Complementary close
- Enclosure
- Signature

*Stopping payment of a cheque (Required details for drafting letter)

- Address of the person who is writing a letter
- Address of a bank
- Date
- Mobile No / Landline No
- Subject
- Appropriate reason for stopping a payment of a cheque
- Cheque No, Account No, Amount of a cheque, Date, in whose name cheque is drawn
- Supporting documents if required
- Complementary close
- Signature

*Wrongful dishonor of cheque (Required details for drafting letter)

- Address of the person who is writing a letter
- Address of a bank
- Date
- Mobile No / Landline No
- Subject
- Clarification of your stand that cheque is wrongly dishonored
- Cheque No, Account No, Amount of a cheque, Date, in whose name cheque is drawn
- Supporting documents if required
- Complementary close
- Encloser if Required
- Signature

*Application for an overdraft facility (Required details for drafting letter)

- Address of the person who is writing a letter
- Address of a bank
- Date
- Mobile No / Landline No
- Subject

- Appropriate reason for overdraft facility
- Supporting documents as security
- Complementary close
- Encloser if Required
- Signature

*Application for Housing loan (Required details for drafting letter)

- Address of the person who is writing a letter
- Address of a bank
- Date
- Mobile No / Landline No
- Subject
- Documents provided by builder
- Granter's details
- Our personal details
- Proof's for repaying loan
- Complementary close
- Encloser if Required
- Signature

*Regarding investment advice (Required details for drafting letter)

- Address of the person who is writing a letter
- Address of a bank
- Date
- Mobile No / Landline No
- Subject
- Specify your need and expectation of your return
- Available fund for investment
- Tenure of investment
- Complementary close
- Signature

*Loss of debit or credit card (Required details for drafting letter)

--Address of the person who is writing a letter

-Address of a bank

-Date

-Mobile No / Landline No

-Subject

-Reason for loss of cards

-Account details

-Details regarding cards

-Needful of action

-Complementary close

-Signature