



**Trading Account Closure Letter**

**Open Futures**  
401, Chirnajiv Tower  
43 Nehru Place,  
New Delhi-110019

Date: ...../...../20...

Dear Sir,

**Sub: Request for closure of Trading Code.....(Client ID)**

I/We ..... Hereby would like to close my/our above mentioned account held with your organization. Kindly remit my balance amount, if any as full and final settlement after the recovery of dues if any towards me.

**Trading Account Details**

PAN ..... Mobile No ..... Email ID .....  
Address: .....  
City..... State ..... PIN.....

Thanking You

Yours Sincerely

**(Client Sign/Authorise Signatory)**

**IMPORTANT NOTE:-**

- *Please note that in case of accounts opened in the name of Proprietorship I Partnership I HUF I Corporate I Trusts, stamp of the respective entity has to be affixed along with the signature.*
- *You are required to clear off all the outstanding dues before submitting the request for closing the account.*
- *In case you have a credit balance in your trading account, the balance amount will be sent to you at your mailing address.*

**For Office Use Only (For Branch & Intermediary)**

Name & Signature of Relationship Manager

Relationship Manager Name

RM Sign

Name & Signature of Branch Head

Head Name

Head Sign

Reason for Closing \_\_\_\_\_

**For Office Use Only (For Head Office)**

[Empty box for Head Office use]