

Self-Declaration for Refund Reissue

Date: _____

To,

[Name of Authority / Organization]

[Department/Branch]

[Address]

Subject: Self-Declaration for Refund Reissue

Dear Sir/Madam,

I, _____ (Name of Applicant), holding _____ (Account/Reference Number), hereby declare that I have not received the refund amount pertaining to _____ (reason, e.g., Transaction ID / Application No. / Service), dated _____.

I further assure you that, if the said refund amount is credited to my account at a later date, I shall immediately inform the organization and will refund/return the same amount if required.

I kindly request you to please reissue the refund to the following bank account details:

Account Holder Name: _____

Bank Name: _____

Account Number: _____

Branch: _____

IFSC Code: _____

I declare that the above information is true and correct to the best of my knowledge and belief.

Kindly process the reissue of refund at the earliest.

Date: _____

Place: _____

Signature of Applicant

Name: _____

Contact No: _____

Important Notes

- Ensure that the bank account details provided are correct and belong to the applicant.
- Attach a valid identity proof and cancelled cheque for account verification if required.
- This self-declaration must be signed by the applicant; digital or handwritten signatures may be accepted as per authority norms.
- Providing false information may lead to legal consequences.
- This format may be customized as per specific organizational requirements.

