

# 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: \_\_\_\_\_

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## 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.

