



Letter request form

eForm 0157001 (12/2016)

Date:

Branch:

Reference No. (Bank Use Only):

(Please type or write in Block Letters)

Account Holder Name (Mandatory):

Address (Mandatory):
.....
.....

Contact Number (Mandatory):

Account Number (Mandatory):

Type of Letter required (Tick [✓] one):

- Embassy Letter
- Standing order related
- Account Balance and Date of opening
- Revalidate Stale-dated cheques
- Payroll credit dates with amount
- Transaction on accounts
- Non-indebted Letter
- Interest earned on accounts
- Interest paid on loan accounts
- Settlement on Loans/Credit Cards
- Reference Letters showing client relationship with RBC
- Other (Specify)

Please provide the details of the letter requirement (e.g. Purpose, addressee, loan/credit card number/standing order details, if applicable):

.....
.....
.....

Declaration

In consideration of this service provided to me/us by RBC Royal Bank (Trinidad & Tobago) Limited (the "Bank") at my/our request, I/we hereby authorize the Bank to debit my/our account for all applicable fees and charges payable for the service. I/we accept responsibility for the accuracy of all information provided by me/us herein and understand that the Bank relies on this information "as is" to provide the service. I/we agree to indemnify the Bank against all actions, proceedings, losses, damages, costs and expenses that the Bank may incur or suffer as a result of the Bank relying and acting upon this information and instruction herein

Account Holder(s) Signature(s)

Date:

.....
Signature

.....
Print Name in Block Letters

Date:

.....
Signature

.....
Print Name in Block Letters

Instructions for Completion

For urgent requests, use the Account Services facility.

Forms should only be completed and deposited where charges can be debited from a RBC account. Completed Forms may be deposited at the **Drop-Off Requests area** for processing as follows:

BRANCHES – CROWN POINT AND CHAGUARAMAS:

Mondays–Fridays: Requests received by the end of each business day – Collection between 9:00 a.m. – 2:00 p.m. (and 3:00 p.m. – 5:00 p.m. on Fridays) on the second business day after the request is received.

MALL BRANCHES:

Mondays–Fridays: Requests received by the end of each business day – Collection between 10:00 a.m. – 5:00 p.m. on the second business day after the request is received.

Saturdays: Requests received – Collection on Tuesdays between 10:00 a.m. – 5:00 p.m.

ALL OTHER BRANCHES:

Mondays–Fridays: Requests received by the end of each business day – Collection between 9:00 a.m. – 4:00 p.m. on the second business day after the request is received.

Saturdays: Requests received – Collection on Tuesdays between 9:00 a.m. – 4:00 p.m.

Use multiple forms if you are requesting more than one letter.