Draft Cancellation / Report of Lost Draft

citibank

Date: _____ /_____ /_____
DD MM YYYY

To:
Citibank N.A., U.A.E.

Dear Sir,

This letter is to advise Citibank that the following draft issued by Citibank (please tick the appropriate box):

☐ Has been lost or stolen

☐ Needs to be cancelled as it has not been used for the purpose intended

Details are as follows:

Draft Number : _____ Draft Date : _____/_____/_____
DD MM YYYY

Draft Amount : _____ Payable to : _____

1) I/We, the undersigned, hereby indemnify Citibank and hold Citibank free and harmless against any loss, cost, expense, damage and/or liability whatsoever arising from the presentation or negotiation of or other transaction connected with the said original draft(s). I/We hereby authorize to debit my/our account(s) with Citibank with the full amount of any such liabilities. In case I/we do not have an account with Citibank, I/we undertake to pay any such liability immediately on demand of such payment.

2) On refund of the above amount, please credit the net proceeds to the account number:

Requested by:

Account Number :

Contact Details : _____

Account Name **Authorized Signatory**

_____ _____

For Bank Use Only

Received by : _____ S.V._____

Date : _____/_____/_____
DD MM YYYY