**CIRCULAR NOTE**

…………..…………..…………..Bank Ltd

…………………………………………….

Date:………………..

No.

Circular Note for Rs……………………..only

Dear Sir,

This circular letter will be presented to you by Shri A, whose signature appears on our letter of indication No . ……………….You are requested to please pay him or his order the value of………………..at the current rate of exchange after requesting Shri A to sign the same in your presence.

Yours faithfully,

 For…………………Bank

 General Manager

To

All branches of the bank at ……………………..

Reverse side of the circular note

 To the……………………Bank

Rs…………………………… .

 At sight pay to the order of A, Rupees ………………………for value received at the rate of …………….

Signature of holder .......................

Date ..............................................

Letter of indication accompanying circular letter

 ……………………………………

Date ........................

No . ....................................

To all the branches of the bank named in the following pages.

Dear Sir,

This letter of Indication has been issued to Shri A, who has been delivered our circular Note Nos ……………to ……….payable at our office at 

2. We request you to purchase any of these circular notes presented to you for encashment at the current rate of exchange for sight drafts on………………….on being endorsed on the reverse by Shri A or his order.

3. Please obtain the signature of Shri A in your presence on each circular note before paying the sum mentioned thereunder to Shri A or order, whose specimen signature is appended below.

4. This letter of indication shall be valid upto six months from the date hereof.

Yours faithfully,

For ………….Bank

………………………. General Manager