

**LETTER FOR REJECTION OF DRN**  
(Updated as per CDSL Operating Instructions as on December, 2024)

Date:-

To,  
(Write name and Address of the Company)

Dear Sir / Madam,

**Sub: Rejection of pending demat request and account closure**

I / We have submitted the certificates of your Company \_\_\_\_\_ having ISIN \_\_\_\_\_ for dematerialization through Depository Participant \_\_\_\_\_ (name) having DP ID \_\_\_\_\_. Details of my/ our demat request(s) are given below:

Demat Request Form no. (DRF No.)	Demat Request no. (DRN)	Date of setup of DRN	Certificate no(s).		Distinctive no(s).		Quantity
			From	To	From	To	

The aforesaid demat request(s) is / are pending for disposal for a long time. As I / we wish to close my / our BO Account No. \_\_\_\_\_ and hold the above mentioned securities in physical form, I / We request you to reject the pending demat request and send physical certificates directly to me / us with intimation to my / our DP.

Yours faithfully,

	Sole / First Holder	Second Holder	Third Holder
Name			
Signature			

Encl: Letter giving details of the demat request, duly signed and stamped by DP.

- cc: 1. DP name and address  
2. Electronic connectivity RTA name and address