To

[Name Here]  
[Designation]

Re. Request to unlock account [NAME], [X]

Dear Sir/Madam,

I am Jonathan Paul, holding a saving account in Central Park branch of your bank for the last ten years. I am bearing the account number [X]. I am formally writing this letter to you and forwarding my request to unlock my said account, which was locked based on a judgment, submitted against me.

I lent money from somewhere and failed to return it to the lender within the stipulated period. He consulted the court, got a judgment against me, and submitted the same to you. Consequently, my account was locked. On arrival of my salary to my account, the required money was transferred to the lender’s account but yesterday, while performing a transaction, I felt difficulty in operating my account. On consultation with your CSO, I came to know that my account is still locked even though the amount which was mentioned in the judgment has been transferred to the lender’s account.

Now, since the matter has been resolved, you have no right to keep my account locked without any reason and I request you to unlock my account without any further delay and as soon as possible so that I would carry on with my transactions. If there are any applicable charges in this regard, these may be deducted from my saving account number [X]. Waiting for quick action from your side.

Yours affectionately,

Jonathan Paul