To Date:

The Branch Manager, Place:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_(bank name),

\_\_\_\_\_\_\_\_\_\_\_\_\_\_(address of the bank).

Sub: Request for New Cheque Book

Dear Sir/Madam,

This is a kind request to you that please issue us a new cheque book with 25 leaf lets for the current account number \_\_\_\_\_\_\_\_\_\_\_\_ held in your branch.

Thanking you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_.