To Date:

The Branch Manager, Place:

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

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

Sub: Current Account Cheque Book Request

Dear Sir/Madam,

We are requesting you to please issue a new cheque book with 25 leaflets \_\_\_\_\_\_\_\_\_\_\_\_(company name) for the current account number \_\_\_\_\_\_\_\_\_\_\_(a/c number).

Thanking you.

Sincerely,

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