To Date:

The Branch Manager, Place:

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

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

Sub: Request for New Cheque Book

Dear Sir/Madam,

We the \_\_\_\_\_\_\_\_\_\_\_\_\_(company name) have a current account in your branch, with account number \_\_\_\_\_\_\_\_(bank a/c number). Here we are requesting you to please issue us a new cheque book with 25 leaflets.

Thanking you.

For the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Authorized Signatory.

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