**{Date}**

**From**

**{Account Holder’s Name}**

**{Full address}**

**{Mobile Number}**

**To**

**Branch Manager.**

**{Name of Branch}**

**{Name of Bank}**

**{Address}**

Sub: Request for A New Cheque Book

Dear **Sir**,

I have been an account holder in your bank for the last ten years and am requesting for the issuance of a new cheque book. Typically, I use my credit or debit card to make payments, but I misplaced it several days ago. As a result, it has become increasingly difficult for me to perform my business transactions. Because of this, I hereby submit this request to be issued with **{x}** new cheque books with **{50}** leaves each.

I kindly request if this matter could be completed as soon as possible and I know I’ve delayed sending out this request, but I had travelled out of town for business. I apologize for any inconvenience caused and hope you will be able to address the matter as soon as possible.

Please debit all the charged from my account and enclosed are copies of identification and proof of address that are needed for verification reasons.

Kindly attend to this matter with urgency and do what is necessary as soon as you can. I am looking forward to getting the cheque book soon.

Thank you in advance.

Yours faithfully,

**{signature}**

**{Name of Account Holder}**