From,

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (date on which letter is written)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I hereby write this letter to request for a new cheque book. I have been an account holder with your esteemed bank \_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_ years. My account name is \_\_\_\_\_\_\_\_\_\_\_\_ and account number \_\_\_\_\_\_\_\_\_\_\_\_. I am grateful for the security policies, interest rates, and services that your bank offers to its customers. Your staff also demonstrate professionalism and proper customer service.

I have recently moved to a new apartment and I have misplaced my old cheque book. I wish to request for a new cheque book of \_\_\_\_\_\_\_\_\_\_\_\_ leaves. I have started my own business and I would prefer to make the necessary payments for purchases and staff salaries using a cheque book.

I understand that your bank requires a \_\_\_\_\_\_\_\_\_\_\_\_ week’s notice to process the cheque book. Kindly send the cheque book to my office 9372 Carpenter St. El Dorado, AR 71730 by the latest \_\_\_\_\_\_\_\_\_\_\_\_. Please address this matter with urgency and send me the cheque book by the fore mentioned date.

I look forward to receiving the cheque book soon. Thank you in advance.

Yours Faithfully,

\_\_\_\_\_\_\_\_\_\_

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)