From,

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

Date (Date on which letter is written)

To,

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

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

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

This is to bring to your kind attention that I am account holder in your prestigious bank. My account no. is \_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am totally satisfied with the services provided by your bank. Your employees are very much customer oriented.

My old cheque book has just finished, and I would require a new one on an urgent basis to do my transactions. I would be very grateful to you if you could do the needful on an urgent basis and issue me a new cheque book.

Your active action in this regard will be highly appreciated.

Thanking you,

Yours sincerely

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