

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for Cheque Book for NRI Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the issuance of a cheque book for my NRI account held with [Bank Name] under the account number [Your Account Number].

As I am currently residing outside India, I would appreciate it if you could process my request at your earliest convenience. Please let me know if you require any additional information or documentation to facilitate this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your NRI Account Number]