

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
The Bank Manager  
[Bank Name]  
[Bank Branch Address]  
[City, State, Zip Code]  
Subject: Request for Cheque Book  
Dear [Bank Manager's Name],  
I am writing to request a new cheque book for my account with the following details:  
Account Holder Name: [Your Name]  
Account Number: [Your Account Number]  
Type of Account: [Savings/Current]  
Due to [mention reason: e.g., depletion of cheque leaves, lost cheque book, etc.], I would appreciate your assistance in issuing a new cheque book at your earliest convenience.  
Thank you for your prompt attention to this matter.  
Sincerely,  
[Your Signature (if submitting a hard copy)]  
[Your Name]  
[Your Contact Number]