

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

[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for Clear Cheque Book

Dear [Bank Manager's Name],

I am writing to request the issuance of a clear cheque book for my account [Your Account Number].

Due to my upcoming financial transactions, I require a new cheque book.

Kindly process my request at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]