

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

[Bank's Name]  
[Bank's 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 your bank.

My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

I would appreciate it if you could provide me with a cheque book containing [number of leaves] leaves at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]