

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

[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Subject: Request for Tailored Cheque Book

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request a tailored cheque book for my account with [Bank Name].

****Account Details:****

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

I would appreciate it if you could provide me with a tailored cheque book that meets my specifications, which are as follows:

- Number of Cheques: [Specify Number]
- Design Preferences: [Specify Any Design Preferences]
- Any Additional Features: [Specify If Needed]

Please let me know if you require any further information or documentation to process this request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]