

Formal Cheque Requisition Letter

Subject: Request for Issuance of Cheque

Dear [Finance Manager/Accounts Department],

I am writing to request the issuance of a cheque for the amount of [Amount] in favor of [Payee Name] for [Reason/Purpose of Payment].

Kindly process this request at the earliest convenience and inform me once the cheque is ready for collection or dispatch.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position/Department]

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