

New Checkbook Request

Subject: Request for New Checkbook

Dear Customer Service,

I hope this email finds you well. I am writing to request a new checkbook for my current account (Account Number: XXXXXXXXXXXXX).

My current checkbook is running low, and I require a new one for my ongoing financial transactions.

Please issue a standard checkbook with 25 leaves.

Could you please let me know the processing time and any charges applicable for this service? I would prefer to collect it from the [Branch Name] branch.

Looking forward to your quick response.

Best regards,

[Your Name]

[Account Number]

[Phone Number]

Get more templates here: <https://www.lettersandtemplates.com/letters/request-letter-to-bank>