To
The Branch Manager
XXX Bank [Bank Name]
Bank Address [Bank Address]
XXX Branch [Branch Name]
Sub: Cheque Book Request Letter
Respected Sir/Madam,
I hold a Saving Bank account with your bearing. A/c No. [Your Account Number]. I wish to illuminate you that the passbook has been lost during my movement. I would demand you to give me a copy cheque book and I pay the charge for the copy cheque book.
So generously issue me another one right away.
I have given my ledger subtleties beneath for your ref.
Account Holder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Bank Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Thanking you
[Your Name]
[Contact Number]