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]