

[Your Name]
[Your Phone Number]
[Your Email Address]

[Date]

To,
The Branch Manager,
[Bank Name]
[Branch Name/Address]

Subject: Request for Checkbook - Branch Pickup

Dear Sir/Madam,

I am writing to request a new checkbook for my bank account held at your branch. My account details are as follows:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Checkbook Size: [e.g., 25/50/100 leaves]

I would like to collect the checkbook in person from the branch instead of having it mailed to my registered address. Please notify me via phone or email once the checkbook is ready for collection.

I will provide my valid identity proof at the time of pickup.

Thank you for your assistance.

Sincerely,

(Signature)
[Your Printed Name]