

[Your Name/Authorized Signatory Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Bank Manager's Name]
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for New Checkbook for Business Account [Account Number]

Dear [Bank Manager's Name],

I am writing to formally request a new checkbook for our business checking account held at your branch. The details for the account are as follows:

- Account Name: [Full Company Name]
- Account Number: [Your Account Number]
- Number of Checkbooks: [Specify Number, e.g., 2]
- Number of Leaves: [Specify Number, e.g., 50 or 100 per book]

Please ensure that the checkbooks are printed with the company name and address as stated above. We would like the starting check number to be [Specify Starting Number, or "Sequential to previous"].

Kindly notify us once the checkbooks are ready for collection. Alternatively, if your policy allows, please mail them to our registered business address via secure courier.

Thank you for your prompt attention to this request.

Sincerely,

[Signature]

[Printed Name]
[Company Seal/Stamp if applicable]