

[Date]

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

Subject: Request for New Checkbook for Corporate Account

Dear Sir/Madam,

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

- **Account Name:** [Company Name]
- **Account Number:** [Account Number]
- **Checkbook Size:** [Number of leaves, e.g., 50 or 100]

Please issue the checkbook and deliver it to our registered office address, or notify us once it is ready for collection by our authorized representative, [Name of Representative], who will carry a valid ID.

Please debit any applicable charges for this service directly from the aforementioned account.

Thank you for your prompt assistance.

Sincerely,

[Signature]
[Full Name]
[Designation/Title]
[Company Seal/Stamp]