

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Bank Name]  
[Bank Branch Address]  
[City, State, Zip Code]

Subject: Request for Customized Checkbook Design

Dear Bank Manager,

I am writing to request a new set of checks for my account, Account Number [Your Account Number].

Instead of the standard bank design, I would like to request a customized design for this order. Please find the details of my request below:

- **Design Theme/Image:** [Describe the image or theme, e.g., Professional Logo, Personal Photo, or Nature Theme]
- **Font Style:** [Specify font preference if applicable]
- **Starting Check Number:** [Starting Number, e.g., 1001]
- **Quantity:** [Number of checkbooks or total checks]

I have attached the high-resolution image file that I would like to feature on the checks. Please let me know if there are any additional fees associated with this customization and the expected timeframe for delivery.

Thank you for your assistance with this request. I look forward to receiving my new checks.

Sincerely,

[Your Signature]

[Your Printed Name]