

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Bank Manager's Name]
[Bank Name]
[Branch Address]

Subject: Request for Replacement of Damaged Checkbook

Dear Sir/Madam,

I am writing to formally request a replacement for my current checkbook associated with my [Account Type, e.g., Savings/Current] account, number [Your Account Number].

Unfortunately, my existing checkbook has been damaged due to [mention reason, e.g., water spill / accidental tearing] and is no longer in a condition to be used for transactions. The remaining unused check leaves are numbered from [Start Number] to [End Number].

I request you to cancel the remaining leaves in the damaged book and issue a new checkbook at your earliest convenience. Please let me know if there are any applicable fees for this replacement so that I can ensure sufficient funds are available in my account.

I have attached a copy of my ID for verification purposes. Please notify me once the new checkbook is ready for collection or if it will be mailed to my registered address.

Thank you for your prompt assistance.

Sincerely,

[Your Signature]
[Your Printed Name]