

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

[Date]

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

Subject: Request for First-Time Checkbook for Account No: [Your Account Number]

Dear Sir/Madam,

I am writing to formally request a checkbook for my savings/current account, which I hold at your branch under the account number [Your Account Number].

As this is my first checkbook request for this account, I would like to request a book with [Number of Leaves, e.g., 25 or 50] leaves. Please ensure that my name is printed on the checks as per your records.

Kindly mail the checkbook to my registered address mentioned above. If there are any charges associated with this request, please debit them directly from my account.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]