

[Date]

[Branch Manager's Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

**Subject: Request for new checkbook for Joint Account [Account Number]**

Dear Sir/Madam,

We, the undersigned, hold a joint savings/current account at your branch with account number [Your Account Number].

We are writing to request a new checkbook for this account as [mention reason: our current one is exhausted / we have misplaced the old one]. We request that the checkbook contains [Number of leaves, e.g., 25/50] leaves.

Please deliver the checkbook to our registered address on file or notify us when it is ready for collection at the branch.

Thank you for your assistance.

Sincerely,

---

[First Account Holder's Name]

[Phone Number]

---

[Second Account Holder's Name]

[Phone Number]