

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

[Date]

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

RE: Request for Replacement of Lost/Stolen Checkbook  
Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally notify you that my checkbook for the above-referenced account has been [lost / stolen]. I discovered that the checkbook was missing on [Date].

The missing checks are numbered from [Starting Check Number] to [Ending Check Number].

Please take the following actions immediately:

- Place a stop payment order on all checks within the range mentioned above.
- Monitor my account for any unauthorized or suspicious activity.
- Issue a replacement checkbook to be sent to my mailing address on file.

I understand that there may be a fee for the stop payment order and the replacement checks. Please let me know if you require any further documentation or if I need to visit a branch in person to verify my identity.

Thank you for your prompt attention to this security matter.

Sincerely,

[Your Signature]

[Your Printed Name]