

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

To,  
The Bank Manager,  
[Bank Name]  
[Branch Name]  
[Branch Address]

**Subject: Request for a New Checkbook for Account No: [Your Account Number]**

Dear Sir/Madam,

I am writing to request a new checkbook for my personal savings/current account held at your branch. My account number is [Your Account Number].

I would like to request a checkbook containing [number of leaves, e.g., 25, 50, or 100] leaves. Please arrange to have the checkbook sent to my registered mailing address on file with the bank.

Kindly debit any applicable charges for this service directly from my account.

Thank you for your prompt assistance in this matter.

Sincerely,

[Signature]

[Your Printed Name]