

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Manager Name]
[Bank Name]
[Branch Address]

Subject: URGENT: Request for Expedited Checkbook Delivery - Account #[Your Account Number]

Dear [Bank Manager Name],

I am writing to formally request an urgent expedited delivery of a new checkbook for my [Account Type, e.g., Checking] account, number [Your Account Number].

Due to an unforeseen [reason, e.g., business emergency / upcoming travel / depletion of current stock], I require these checks immediately to fulfill pending financial obligations. My current supply is exhausted, and I cannot wait for the standard processing and mailing period.

Please process this request using the fastest shipping method available (Overnight or Express). I understand that there may be an additional fee for this expedited service and hereby authorize the bank to debit the necessary charges directly from my account.

Request Details:

- Number of Checkbooks: [Number]
- Starting Check Number: [Number, if applicable]
- Shipping Address: [Confirm Address]

If there are any issues with this request, please contact me immediately at [Your Phone Number].

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]