

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

[Date]

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

RE: Request for Copies of Archived Cancelled Checks

Dear Customer Service Department,

I am writing to formally request copies of the following cancelled check(s) from my account, as they are no longer available through my online banking portal.

**Account Information:**

Account Holder Name: [Your Name]  
Account Number: [Your Account Number]

**Check Details:**

1. Check Number: [Check #] | Date: [Date] | Amount: [Amount] | Payee: [Name]
2. Check Number: [Check #] | Date: [Date] | Amount: [Amount] | Payee: [Name]

Please provide these copies for the purpose of [Reason, e.g., Tax Records / Proof of Payment].

I understand that there may be a research or reproduction fee associated with this request. Please deduct any applicable fees from the account listed above, or contact me if the total exceeds \$[Amount].

Please send the copies to my mailing address listed above or via secure email at [Your Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]