

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

[Date]

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

**RE: Request for Copies of Cancelled Checks for Audit Support**

To Whom It May Concern,

I am writing to formally request copies of the following cancelled checks from my account, [Your Account Number], to resolve a pending audit dispute.

Please provide front and back copies of the following checks:

- Check Number: [#####] | Date: [MM/DD/YYYY] | Amount: \$[0.00] | Payable to: [Payee Name]
- Check Number: [#####] | Date: [MM/DD/YYYY] | Amount: \$[0.00] | Payable to: [Payee Name]
- Check Number: [#####] | Date: [MM/DD/YYYY] | Amount: \$[0.00] | Payable to: [Payee Name]

These documents are required as proof of payment for an audit conducted by [Name of Auditing Agency/IRS]. If there are any fees associated with this request, please notify me before processing or deduct them directly from my account.

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

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]