

[Your Name/Authorized Signatory Name]  
[Business Name]  
[Business Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: Request for Copy of Cancelled Check(s)**

To the Customer Service Department,

I am writing to formally request a copy of the following cancelled check(s) drawn from our business account:

**Business Account Name:** [Full Business Name]  
**Business Account Number:** [Account Number]

**Check Details:**

- **Check Number:** [Check #]
- **Date Issued:** [Date on Check]
- **Amount:** \$[Amount]
- **Payee:** [Name of Payee]

Please provide a copy of both the front and back of the check. I understand that there may be a processing fee associated with this request and authorize you to debit the account mentioned above for any such charges.

Please send the requested documents to the business address listed above or via secure email to [Email Address].

If you require any further information to process this request, please contact me at [Phone Number].

Sincerely,

[Signature]

[Your Printed Name]  
[Your Title/Position]