

Subject: Request for Certified Copy of Cancelled Check

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

Date: [Current Date]

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

Dear Customer Service Department,

I am writing to formally request a certified copy of the following cancelled check(s) processed through my account:

- Check Number: [Insert Number]
- Date of Check: [Insert Date]
- Amount: \$[Insert Amount]
- Payee: [Insert Name of Person or Company Paid]

Please ensure that the copy provided is certified to verify its authenticity. I require this document for [State Purpose, e.g., legal proof of payment/tax purposes].

If there are any fees associated with this request, please deduct them from my account or notify me of the total cost before processing.

Please mail the certified copy to the following address:

[Your Mailing Address]  
[City, State, Zip Code]

Thank you for your assistance with this matter. If you have any questions, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]