

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

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

RE: Request for Copy of Cancelled Check

To Whom It May Concern,

I am writing on behalf of [Your Company Name] to formally request a photocopy of the following cancelled check(s) drawn from our account:

Account Name: [Your Account Name]
Account Number: [Your Account Number]
Check Number: [Check Number]
Date Written: [Date]
Amount: \$[Amount]
Payee: [Payee Name]

Please provide a copy of both the front and the back of the check. We require this copy for [reason: e.g., internal audit purposes / proof of payment / tax records].

If there are any fees associated with this request, please debit them directly from the account mentioned above or contact us at [Phone Number] to arrange payment. You may send the requested document via [email/fax/mail] to [Contact Information].

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]