

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

[Date]

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

Subject: Request for Copy of Cancelled Check

Dear Customer Service Department,

I am writing to request a copy of a cancelled check from my personal checking account. Please find the account and check details below:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Check Number:** [Check Number]
- **Date Check was Written:** [Date]
- **Check Amount:** \$[Amount]
- **Payee Name:** [Name of person or company check was written to]

Please provide a copy of both the front and back of the check. If there are any fees associated with this request, please deduct them directly from my account or notify me of the cost before processing.

Please send the copy to my mailing address listed above or via secure digital delivery if available.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]