

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

[Date]

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

RE: Request for Copy of Cancelled Check - Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request a front and back copy of a cancelled check processed through my account for the purpose of proof of payment. The details of the transaction are as follows:

- **Check Number:** [Enter Check Number]
- **Date Written:** [Enter Date]
- **Payee:** [Enter Name of Person or Company Paid]
- **Amount:** \$[Enter Dollar Amount]

Please send the copy to my mailing address listed above or via email at [Your Email Address]. If there are any fees associated with this request, please notify me before processing or deduct them directly from my account.

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]