

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

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

Subject: Request for Copy of Cancelled Check

To Whom It May Concern,

I am writing to formally request a photocopy or digital image of a cancelled check from my account. The details of the transaction are as follows:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Check Number:** [Check Number]
- **Date Written:** [Date on Check]
- **Check Amount:** \$[Amount]
- **Payee:** [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 from my account or notify me of the cost before processing.

You may send the copy to my address listed above or via email at [Your Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]