

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Request for Copies of Cancelled Checks for Account Number: [Your Account Number]

Dear Customer Service Department,

I am writing to formally request copies of the front and back of several cancelled checks from my account. These documents are required for an ongoing tax audit by the [Internal Revenue Service / State Tax Authority].

Please provide copies for the following checks:

- Check #[Number] - Date: [Date] - Amount: \$[Amount] - Payable to: [Name]
- Check #[Number] - Date: [Date] - Amount: \$[Amount] - Payable to: [Name]
- Check #[Number] - Date: [Date] - Amount: \$[Amount] - Payable to: [Name]

I understand that there may be a fee associated with this request. Please notify me of the total cost before processing, or deduct the amount directly from my account if it is under \$[Dollar Limit].

As these documents are needed for a legal tax matter, I would appreciate it if you could process this request within [Number] business days. You may send the copies to my address listed above or via secure email at [Your Email Address].

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]