

URGENT: EXPEDITED REQUEST

Date: [Insert Date]

To: [Bank Name]

Attn: Research/Customer Service Department

[Bank Address]

[City, State, Zip Code]

Re: Request for Expedited Copy of Cancelled Check

Dear Customer Service Team,

I am writing to formally request an **expedited** copy of a cancelled check from my account. This request is urgent due to [mention reason, e.g., a pending legal matter / tax audit / payment dispute].

Account Information:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Contact Phone Number: [Your Phone Number]

Check Details:

- Check Number: [Check Number]
- Date Written: [Date on Check]
- Amount: \$[Dollar Amount]
- Payee: [Name of Person or Company the check was written to]

Please provide a clear copy of both the front and the back of the check. I authorize the bank to deduct any applicable expedited processing fees from the account listed above.

Please deliver the copy via [Fax to: (Number) / Email to: (Address) / Secure Banking Portal] as soon as possible.

Thank you for your immediate attention to this matter. Please contact me at [Your Phone Number] if you require further information.

Sincerely,

[Your Signature]

[Your Printed Name]