

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

[Date]

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

Subject: Request for Copy of Cancelled Check

Dear Customer Service Department,

I am writing to request a copy of the front and back of the following cancelled check issued from my account:

- **Account Name:** [Account Holder Name]
- **Account Number:** [Your Account Number]
- **Check Number:** [Check Number]
- **Date Written:** [Date on Check]
- **Amount:** \$[Dollar Amount]
- **Payee:** [Vendor/Company Name]

This request is for the purpose of verifying payment to a vendor. Please provide the copy via [email/mail/online banking portal].

If there are any fees associated with this request, please notify me before processing or deduct them directly from the account mentioned above.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]