

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Request for Issuance of Cashier's Check

To Whom It May Concern,

I am writing on behalf of [Company Name] to formally request the issuance of a Cashier's Check from our corporate account. Please find the details for the transaction below:

- **Account Name:** [Company Name]
- **Account Number:** [Your Account Number]
- **Check Amount:** \$[Amount in Figures] ([Amount in Words])
- **Payable to:** [Name of Recipient/Payee]
- **Memo/Reference:** [Purpose of Payment, e.g., Invoice #123]

Please debit the total amount of the check, along with any applicable service fees, from the aforementioned account. Once the check is ready, it will be [picked up by [Authorized Representative Name] / mailed to [Mailing Address]].

If there are any questions regarding this request, please contact me at [Phone Number] or [Email Address]. Thank you for your prompt assistance.

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]