

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

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

Subject: Request for International Payee Cashier's Check Issuance

Dear Bank Manager,

I am writing to formally request the issuance of a Cashier's Check (or International Demand Draft) from my account number [Your Account Number].

Please prepare the check with the following details:

- **Payee Name:** [Full Name of the International Recipient]
- **Payee Address:** [Full Address of the Recipient]
- **Amount:** [Amount in Figures] ([Amount in Words])
- **Currency:** [Specified Currency, e.g., USD, EUR, GBP]
- **Purpose of Payment:** [Brief Reason, e.g., Tuition Fees, Property Purchase]

Please deduct the specified amount plus any applicable processing fees and international delivery charges directly from my account mentioned above.

Delivery Instructions:

[Choose one: Please notify me when it is ready for pickup / Please mail the check via registered courier to the payee address listed above.]

If you require any further verification or documentation, please contact me at [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Printed Name]