

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

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

**RE: Request for Cashier's Check Issuance and Mail Delivery**

To Whom It May Concern,

I am writing to formally request the issuance of a cashier's check from my account, [Account Number].

Please issue the check with the following details:

- **Amount:** \$[Dollar Amount]
- **Payable to:** [Recipient Name/Company Name]
- **Memo/Reference:** [Optional: Account or Invoice Number]

Please deduct the total amount of the check, plus any applicable issuance and delivery fees, directly from the account mentioned above.

Once issued, please deliver the check via [Standard Mail / Certified Mail / Overnight Express] to the following address:

[Recipient Name]  
[Recipient Street Address]  
[City, State, Zip Code]

If you need to verify this request, please contact me at [Your Phone Number]. Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]