

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

[Bank Manager's Name]  
[Bank Name]  
[Branch Address]

RE: Request for Cashier's Check Issuance

Dear Bank Manager,

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

Please issue the check with the following details:

- **Payable to:** [Payee Name/Organization Name]
- **Amount:** \$[Dollar Amount in Figures]
- **Amount in words:** [Dollar Amount in Words]
- **Memo/Reference:** [Optional: e.g., Invoice Number or Property Address]

I authorize the bank to deduct the total amount of the check plus any applicable service fees directly from my aforementioned account.

I will pick up the check in person at the branch. [OR: Please mail the check to the following address: Insert Address].

If you have any questions, please contact me at [Your Phone Number]. Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]