

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Phone Number]
[Date]

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

Subject: Request for Issuance of Cashier's Check to Third-Party Payee

To the Branch Manager,

I am writing to formally request the issuance of a cashier's check from my account, [Account Number]. Please debit my account for the total amount including any applicable service fees.

The details for the check are as follows:

Payee Name: [Full Name of Third-Party Individual or Organization]
Amount: \$[Dollar Amount]
Amount in Words: [Spell out the amount]
Memo/Reference: [Optional: e.g., Account number or Invoice number]

Please deliver the check via the following method: [Select one: Mail to my address on file / Hold for pickup / Mail directly to the payee at the address below].

[If mailing to payee]:
Payee Address: [Full Shipping Address]

Thank you for your assistance with this transaction. If you require further verification, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]