

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

[Date]

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

Subject: Urgent Request for Issuance of Cashier's Check

Dear Bank Manager,

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

Please issue the check with the following details:

- **Payable to:** [Payee Name]
- **Amount:** \$[Dollar Amount]
- **Purpose of Payment:** [e.g., Real Estate Closing / Vehicle Purchase]

I authorize the bank to debit the specified amount plus any applicable issuance fees from my account immediately. Due to a pending deadline on [Date], I request that this check be prepared for pickup by [Time] today.

Please contact me at [Phone Number] as soon as the check is ready or if there are any issues processing this request.

Thank you for your prompt assistance.

Sincerely,

[Your Signature]
[Your Printed Name]