Sub: Request for A New Cheque Book

Dear \_\_\_\_\_\_\_\_\_\_,

This is to bring to your kind attention that I am account holder in your prestigious bank. My account no. is \_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am totally satisfied with the services provided by your bank. Your employees are very much customer oriented.

My old cheque book has just finished, and I would require a new one on an urgent basis to do my transactions. I would be very grateful to you if you could do the needful on an urgent basis and issue me a new cheque book.

Your active action in this regard will be highly appreciated.

Thanking you.

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