

Cheque Book Requisition

The Manager

United Bank Limited

Branch: _____

Date: _____

Dear Sir/Madam,

Subject: Request for Cheque book

With reference to my/our A/C No. _____ opened with you on _____ I/we request you to please issue me/us a cheque book, containing _____ leaves, which shall be collected by me/us in person or by an authorized person designated by me/us under acknowledgement. Please debit the cost of the cheque book to my/our account.

Sincerely,

Authorized Signature of Account Holder

Name: _____

Address: _____

_____ Tel: _____

Cheque Nos. from _____ to _____ issued and noted in ledger.

Officer

Manager

Received the cheque book, counted the leaves and found in order.

Date: _____

Signature