

## 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