

Loss of Checkbook Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally notify you that I have lost my checkbook, which was issued under the account number [Your Account Number]. I last remember having it on [Last Known Date], and I have searched thoroughly but have been unable to locate it.

As a result of this loss, I kindly request that you place a stop payment on all outstanding checks and assist me with obtaining a replacement checkbook. Please advise me on the necessary steps I need to follow to ensure my account remains secure.

Thank you for your prompt attention to this matter. I appreciate your assistance and look forward to your response.

Sincerely,

[Your Name]