

# Request for Immediate Replacement of Lost Checkbook

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally report the loss of my checkbook associated with my account at [Bank Name], account number [Account Number]. I realized that the checkbook was missing on [Date Lost], and despite an extensive search, I have been unable to locate it.

Given the sensitive nature of a checkbook, I kindly request the immediate cancellation of the lost checks and the issuance of a replacement checkbook. For my account's security, please confirm the cancellation of any outstanding checks that may have been lost with the checkbook.

Thank you for your prompt attention to this matter. You may contact me at [Phone Number] or [Email Address] if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]