

# Notice of Lost Checkbook

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally notify you that I have lost my checkbook associated with my account number [Your Account Number]. Despite my thorough search, I have been unable to locate the item.

Given the circumstances, I kindly request the cancellation of any outstanding checks that may have been issued and the issuance of a replacement checkbook as soon as possible. Please let me know if there are any specific forms or fees involved in this process.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]