

Incident Report for Lost Checkbook

Date: [Insert Date]

To: [Bank Name]

Branch: [Branch Address]

Account Holder: [Your Name]

Account Number: [Your Account Number]

Dear [Bank Manager's Name],

I am writing to formally report the loss of my checkbook associated with my account number mentioned above. I realized that my checkbook was missing on [insert date you discovered the loss]. Despite my best efforts to locate it, I have been unable to retrieve it.

To mitigate any potential security concerns, I kindly request the cancellation of the checks that may be outstanding and the issuance of a replacement checkbook. I appreciate your assistance in this matter, and I hope to resolve this issue promptly.

If you require any further information to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]