

Request for Replacement 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 request the replacement of my lost checkbook associated with my account number [Insert Account Number]. I realized that my checkbook was missing on [Insert Date of Loss], and despite my efforts to locate it, I have been unable to do so.

For security reasons, I kindly ask you to stop any outstanding checks that may be counterfeited and to issue a new checkbook at your earliest convenience. I understand that there may be associated fees with this request, and I'm willing to comply with the necessary procedures for verification.

Thank you for your prompt attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]