

Notification 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, [Your Account Number]. I realized that it was missing on [Insert Date], and I am concerned about potential misuse.

To ensure the safety of my account, I request an urgent replacement of my checkbook. Please block any checks that may be presented for payment from the lost checkbook.

I appreciate your immediate attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]