

# Replacement Checkbook Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to inquire about the process for obtaining a replacement checkbook as I have lost my previous one. My account number is [Your Account Number].

Please advise me on the necessary steps to take to ensure the security of my account and to receive a new checkbook.

Thank you for your assistance.

Sincerely,

[Your Name]