

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to inquire about reordering personal checks associated with my account. My account number is [Your Account Number].

Please let me know the process for reordering checks, including any applicable fees and the estimated time for delivery. Additionally, if there are any specific forms or information you require from me, please inform me.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]