

# Order Request for New Personal Checks

Date: [Insert Date]

Customer Service

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to request a new order of personal checks associated with my account.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Address: [Your Address]

City, State, Zip Code: [Your City, State, Zip Code]

I would like to order [number] books of checks. Please confirm the cost and any additional details required for processing this order.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]