

# Check Reorder Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to urgently request a reorder of my personal checks. My account number is [Insert Account Number]. Due to [brief reason for urgency, e.g., running low on checks, recent move, etc.], I need to receive the new checks as soon as possible.

Please confirm the reorder status and the expected delivery date. If you require further information or verification, do not hesitate to contact me at the number or email listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]