

To,

The Branch Manager,

Punjab National Bank,

Branch: _____

Date: ____ / ____ / ____

SUBJECT: Request for Issuance of a New Cheque Book

Respected Sir/Madam,

I am maintaining a Savings/Current account with your branch. I request you to kindly issue a new cheque book for my account. The details are as follows:

1. ACCOUNT DETAILS

- **Account Holder Name:** _____
- **Account Number:** _____
- **Mobile Number:** _____
- **Email ID (Optional):** _____

2. CHEQUE BOOK SPECIFICATIONS

- **No. of Leaves Required:** 20 Leaves 50 Leaves 100 Leaves
- **Type of Account:** Savings Current Cash Credit (CC)

3. DELIVERY PREFERENCE

- **Collect in Person:** I will collect the cheque book from the branch.
- **Mailing Address:** Please send it to my registered address via speed post.

4. DECLARATION

I authorize the bank to debit the applicable charges (if any) for the issuance of this cheque book from my account. I confirm that my signature below matches the bank records.

Thank you for your prompt assistance.

Yours Sincerely,

_____ **(Signature of Account Holder)**