



The Head of Branch/Manager  
.....Branch

Date

Sub: Requisition for Issuing Cheque Book against my/our CD/SB/STD Account No.

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Account Title : .....

Dear Sir :

With reference to my/our above account maintained with your Branch, I/we request you to please issue me/us a Cheque Book containing.....leaves.

Address : .....  
.....  
.....  
.....

Yours faithfully

\_\_\_\_\_  
Signature of A/C holder(s)

Phone No: .....

To be filled up by the Bank authority

Cheque Book Issue Register		
Entry No.	Folio No.	Date

\_\_\_\_\_  
Signature verified by  
P.A. No. (if any).....

Above account number and address of the account holder(s) have been tallied. Cheque book containing.....leaves bearing number.....to..... be issued and entered against the account in the Computer.

Marking of Computer Posting

\_\_\_\_\_  
Authorised Signature

**Acknowledged receipt**

Received the above SB/CD Cheque Book contained.....leaves, counted and found in order

Date : .....

\_\_\_\_\_  
Signature of A/C holder