

# **Application for Applying Cheque Book at SBI**

## **1. Application for Ordering a New Cheque Book for My Savings Account**

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address]

Subject: Request for Ordering a New Cheque Book

Dear Sir/Madam,

I am writing to request a new cheque book for my savings account. My account number is [Account Number]. I have run out of cheques and need a new booklet for my banking needs.

I kindly request you to process this request at the earliest convenience. I would be grateful for your prompt assistance in this matter.

Thank you for your attention to this request.

Yours faithfully,

[Your Name]  
[Your Account Number]

## **2. Application for Requesting a Cheque Book to Pay for School Fees**

To: [Bank Manager's Name],

Subject: Request for Cheque Book to Pay School Fees

Respected Sir/Madam,

I am a student at [School Name] in [Class/Grade]. My school fees for this academic year need to be paid, and I am writing to request a cheque book from your bank to make the payment.

I kindly ask for a cheque book with [number of cheques needed] cheques to be issued in my name. This will help me to pay my school fees on time and continue my education without any interruptions.

I promise to use the cheques responsibly only for paying my school fees. Your assistance in this matter is greatly appreciated.

Thank you for considering my request.

Yours sincerely,

[Your Name]

[Your Account Number]

### **3. Application for Applying a Cheque Book for My Birthday Party Expenses**

To,  
The Manager,  
[Bank Name],  
[Branch Address]

Subject: Application for Applying a Cheque Book for My Birthday Party Expenses

Respected Sir/Madam,

I am writing to request a cheque book for managing expenses related to my upcoming birthday party. As I am planning to organize a celebration with my friends and family, having a cheque book will help me better handle the party costs.

I kindly ask for your assistance in issuing a new cheque book at your earliest convenience. Your prompt action in this matter would be greatly appreciated.

Thank you for your attention to this request.

Yours sincerely,

[Your Name]

## **4. Application for Requesting a Cheque Book to Donate to Charity**

To: The Manager, [Bank Name], [Branch Location]

Subject: Request for Cheque Book Donation to [Charity Name]

Dear Sir/Madam,

I am writing to kindly request a cheque book from your bank to donate to [Charity Name], a wonderful organization that helps children in need across India. I believe that every child deserves a chance to have a better life, and I want to contribute to this noble cause through your support.

I promise to use the cheque book responsibly and ensure that the donations are made to the charity for the betterment of the less fortunate children. Your generosity will make a significant difference in the lives of these children and bring smiles to their faces.

I would be grateful if you could provide me with the cheque book at your earliest convenience so that I can start making a positive impact on the lives of these children.

Thank you for your attention to this request. Your assistance is greatly appreciated.

Yours sincerely,

[Your Name]

## **5. Application for Getting a Cheque Book to Purchase Books for School**

To,  
The Manager,  
[Bank Name],  
[Branch Address]

Subject: Application for Getting a Cheque Book to Purchase Books for School

Respected Sir/Madam,

I am [Your Name], a student of class [Your Class] at [Your School Name]. I am in need of a cheque book to buy books for my school studies. My parents have an account with your bank, and I kindly request you to issue me a cheque book for this purpose.

Having a cheque book will help me to purchase the necessary books from the bookstore without any delay. I assure you that I will use the cheque book responsibly, under the guidance of my parents.

I hope you will consider my request and provide me with a cheque book at the earliest. Thank you for your attention and assistance.

Yours sincerely,

[Your Name]