

# **Application for Cheque Book Issuance**

## **1. Application to Request a New Cheque Book for School Fees Payment**

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

Subject: Application to Request a New Cheque Book for School Fees Payment

Respected Sir/Madam,

I am a student of [School Name] studying in [Grade/Class]. I am writing to request a new cheque book for paying my school fees. My current cheque book is almost finished, and I will need the new one to ensure timely payment of my fees.

I kindly request you to issue a new cheque book containing [number of cheques needed] cheques. This will help me make the necessary payments to my school without any delays.

Thank you for your prompt attention to this matter. I appreciate your assistance in ensuring a smooth process for my school fees payment.

Yours sincerely,

[Your Name]  
[Your Class/Grade]  
[Contact Number]

## **2. Application for Ordering a Cheque Book to Give Pocket Money**

**\*\*To: The Manager, [Bank Name], [Branch Address]\*\***

Subject: Application for Ordering a Cheque Book to Give Pocket Money

Respected Sir/Madam,

I am writing to request a cheque book for giving pocket money to my child. I have a savings account with your bank, account number \_\_\_\_\_, under the name of [Your Name].

My child is learning to manage money responsibly, and I believe that using a cheque book will help in teaching them how to save and spend wisely. Having a cheque book will also make it easier for me to provide them with their weekly pocket money in a more organized manner.

I kindly request you to issue a cheque book for my account at your earliest convenience. Your assistance in this matter will be greatly appreciated.

Thank you for your attention to this request.

Yours sincerely,

[Your Name]

### **3. Application to Apply for a Cheque Book to Donate to Charity**

To,  
The Manager,  
[Bank Name],  
[Branch Address],  
[City, Pin Code].

Subject: Application for Cheque Book to Donate to Charity

Respected Sir/Madam,

I am [Your Name], an account holder at your esteemed bank with account number [Account Number]. I am writing to request a cheque book to donate to a charity that helps people in need.

I believe that helping others is important, and I would like to contribute to making the world a better place by supporting those who require assistance. With the help of the cheque book, I can easily make a donation to a charity that is dedicated to helping the less fortunate and making a positive impact on society.

I kindly request you to issue me a new cheque book at your earliest convenience so that I can proceed with my donation. I assure you that the cheques will be used solely for charitable purposes.

Thank you for considering my request. I appreciate your assistance in this matter.

Yours sincerely,  
[Your Name]

## **4. Application for Requesting a Cheque Book to Start a Savings Account**

To,  
The Bank Manager,  
[Bank Name],  
[Branch Address],  
[City, State, PIN]

Subject: Request for a Cheque Book

Dear Sir/Madam,

I hope you are doing well. I am [Your Name], a proud customer of [Bank Name] having a savings account (Account Number: [Your Account Number]) with your esteemed bank. I am writing to request a cheque book for my savings account.

I plan to use cheques for making payments securely and conveniently. Having a cheque book will help me manage my finances better and make payments easily for various expenses.

I kindly request you to issue me a new cheque book containing [number of cheque leaves needed] cheque leaves at the earliest. I assure you that I will handle the cheque book responsibly and with care.

Thank you for your prompt attention to this matter. I look forward to receiving the cheque book soon.

Yours faithfully,

[Your Name]  
Savings Account Holder  
[Contact Number]

## **5. Application for Cheque Book Issuance for Paying Allowance**

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

Subject: Application for Cheque Book Issuance for Paying Allowance

Respected Sir/Madam,

I am [Your Name], an account holder at your bank with account number [Your Account Number]. I am writing to request a new cheque book to help me pay my allowance conveniently.

I receive my monthly allowance in the form of cash, and I find it challenging to manage it. Having a cheque book will make it easier for me to pay for my expenses and keep track of my spending.

I kindly request you to issue me a new cheque book at the earliest convenience. I assure you that I will use it responsibly and keep it safe.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]