

(On Company Letter Head)

Date: \_\_\_\_\_

The Manager  
Shinhan Bank

\_\_\_\_\_

\_\_\_\_\_ Branch

**Sub: Request for Cheque Book**

Dear Sir,

Please arrange to issue me/us \_\_\_\_\_ no's of cheque books.

My/ our account number is \_\_\_\_\_

**Delivery**

<ul style="list-style-type: none"><li>• I will collect the cheque books</li></ul>
<ul style="list-style-type: none"><li>• Please hand over the cheque books to Mr. / Ms _____ who's signature is attested by me/us</li></ul>
<ul style="list-style-type: none"><li>• Please arrange to deliver the cheque book to my address as in your records</li></ul>

I/we authorize you to debit my/our account number \_\_\_\_\_ for your charges.

Thanking You

For \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature(s) with company stamp.