

To

The Branch Manager

Paschim Banga Gramin Bank

Date:

Subject: Issuance of the Cheque Book

Dear Sir,

With due respect, I want to state to you that I am an account holder of your bank with account number . I request that you issue a cheque book in my name, as I am facing a lot of issues in my daily financial work.

I hope you will understand my concern and act on this request as soon as possible.

Your's Faithfully

Signature

Name:

Account Number: