

(Date of Letter)

(Name of Company)  
Attn: Accounting Department

(Street Address)

(City, State and Zip Code)

RE: Request for Canceled Checks

Dear Accounting Department:

After receiving the bank statement this past month, several questions have arisen. As a result of those questions, it is necessary for me to have copies of certain canceled checks. The canceled checks that are hereby requested are as follows:

CHECK NUMBER	PAYEE	DATE
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Since time is of the essence, this request has been made for immediate attention. Please send copies of the canceled checks as soon as possible. Certainly, it is realized that some time is required for retrieving these checks; however, it is important that these canceled checks (or exact replications of checks) be provided to the undersigned since same are critical documents for my records. Kindly address your response to the undersigned.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.