

(Date of Letter)

(Name of Company)

Attn: Check Processing Department

(Street Address)

(City, State and Zip Code)

RE: Check and/or Deposit Requisition

Dear Processing Clerk:

Enclosed please find an order form for account number  
(number of account) for the following individual(s):

(name of individual(s)). This order form is for the order of checks and/or  
deposit tickets which will be needed shortly. Kindly provide the undersigned  
with a notice as to the charge for these checks and/or deposit tickets and  
forward the checks and/or deposit tickets to the name and address shown below.  
Should you need to verify this order, please call the undersigned at the number  
provided. Thank you.

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.