Date: _____

The Manager
Shinhan Bank

_____

_____Branch

Sub: Request for Cheque Book

Dear Sir,

Please arrange to issue me _____ no. of cheque books. (25 leaves per cheque book)

My account number is _____

Delivery

• I will collect the cheque books
• Please hand over the cheque books to Mr / Ms _____ who's signature is attested below, by me.
• Please arrange to deliver the cheque book to my address as in your records

I/we authorize you to debit my account number _____ for your charges.

Thanking You

_____
(Name and full signature