

To  
The Head of Agent Banking Division ,  
Bank Asia Ltd. Bengal Center (3<sup>rd</sup> Floor),  
28 Topkhana Road. Dhaka-1000.

Subject: Request for block Cheque book.

Sir,

This is to inform you that I am Mr/ Md. **XXXX** an A/C holder of **XXXXXX** agent point. My A/C number is 108**XXXX** unfortunately I have lost my Cheque book. From #Leaf no: AA/AB/..**XXXXXX** to Leaf no: AA/AB/..**XXXXXX**. so, the Cheque book leaf needs to block. So please block that Cheque book Leaf.

Please take necessary steps regarding this and oblige thereby.

Sincerely Yours,

Customer's Name:

Account number:

Customer's Signature

Date:

Acknowledged By Agent

Name:

Outlet :

Signature:

Date:

Phone:

Approved By:

Assistant Relationship Officer

Name:

Signature

Date:

Phone: