

acknowledgement letter format for cheque payment Textbook

Acknowledgement letter format for cheque payment is an essential document that serves as a formal confirmation of receipt of a cheque payment. Whether you are a business owner, a service provider, or an individual, understanding how to craft an effective acknowledgement letter is crucial for maintaining transparent financial records and fostering trust with your clients, customers, or partners. This article provides a comprehensive guide on the proper format, key elements, and best practices for writing an acknowledgement letter for cheque payments.

Understanding the Importance of an Acknowledgement Letter for Cheque Payments

An acknowledgement letter for cheque payment plays a vital role in several ways:

- **Proof of Payment Receipt:** It acts as a formal confirmation that the cheque has been received and is being processed.
- **Record Keeping:** Maintains a documented trail for accounting and auditing purposes.
- **Customer Service:** Enhances transparency and builds trust with clients or customers.
- **Dispute Prevention:** Reduces potential misunderstandings or disputes regarding payments.

Key Elements of an Acknowledgement Letter for Cheque Payment

A well-structured acknowledgement letter should include the following components:

1. Sender's Details

- Name of the individual or organization acknowledging the payment
- Address and contact information
- Date of writing the letter

2. Recipient's Details

- Name of the payer or customer
- Address and contact details (if applicable)

3. Subject Line (Optional but Recommended)

- Clearly mention the purpose, e.g., "Acknowledgement of Cheque Payment"

4. Salutation

- Formal greeting, e.g., "Dear [Name]," or "To Whom It May Concern,"

5. Body of the Letter

- Confirmation of Receipt: Clearly state that the cheque has been received.
- Cheque Details: Mention specifics such as cheque number, date, amount, and bank name.
- Purpose of Payment: Briefly specify what the payment is for, if relevant.
- Processing Status: Indicate if the payment is under process, cleared, or pending clearance.
- Gratitude or Appreciation: Thank the sender for their payment or trust.

6. Closing Statement

- Offer assistance or further communication if needed
- Provide contact information for follow-up

7. Signature and Seal

- Sign the letter manually or electronically
- Include designation or position if representing an organization
- Attach official seal or stamp if applicable

Sample Format of an Acknowledgement Letter for Cheque Payment

Below is a sample template illustrating the standard format of such a letter:

``plaintext

[Your Organization's Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Acknowledgement of Cheque Payment

Dear [Recipient's Name],

We are pleased to acknowledge receipt of your cheque with the details as follows:

Cheque Number: [XXXXXX]

Date of Cheque: [DD/MM/YYYY]

Amount: [INR XXX,XXX]

Bank Name: [Bank Name]

This cheque has been received on [Date of Receipt] and is currently being processed. The payment pertains to [brief description, e.g., invoice number, service, or product].

We appreciate your prompt payment and thank you for your continued trust in our services. Should you require any further assistance or clarification, please do not hesitate to contact us at [phone number] or [email address].

Thank you once again.

Sincerely,

[Your Name]

[Your Designation]

[Organization Name]

[Signature]

[Seal/Stamp ? if applicable]

...

Best Practices for Writing an Effective Acknowledgement Letter for Cheque Payment

To ensure your acknowledgement letter is professional, clear, and effective, consider the following tips:

- **Be Prompt:** Send the acknowledgement shortly after receiving the cheque to maintain transparency.
- **Use Clear Language:** Avoid ambiguity; specify cheque details with accuracy.
- **Maintain Formal Tone:** Use professional language and proper salutations.
- **Include All Relevant Details:** Don't omit important information like cheque number, amount, and date.
- **Proofread:** Check for grammatical errors or inaccuracies before dispatching.
- **Keep a Copy:** Retain a copy of the acknowledgement for your records.

Legal and Accounting Considerations

An acknowledgement letter not only serves as a confirmation but also has legal and accounting implications:

- **Legal Evidence:** It can be used as evidence in case of disputes regarding payment receipt.
- **Accounting Records:** It supports bookkeeping, tax filings, and audit processes.
- **Compliance:** Ensures adherence to financial reporting standards and internal policies.

Common Mistakes to Avoid

When drafting an acknowledgement letter for cheque payments, watch out for these common pitfalls:

- Omitting Essential Details: Forgetting to mention cheque number or amount can cause confusion.
- Delayed Sending: Waiting too long to send the acknowledgment can seem unprofessional.
- Informal Language: Using casual language may undermine the formal nature of the document.
- Incorrect Information: Double-check all details to prevent errors.

Conclusion

An acknowledgement letter format for cheque payment is a fundamental part of professional communication in financial transactions. It provides clarity, fosters trust, and maintains proper records for both parties involved. By adhering to a structured format, including all essential elements, and following best practices, you can ensure that your acknowledgement letters are effective and legally sound.

Remember, a well-crafted acknowledgement letter not only confirms receipt but also enhances your reputation for transparency and professionalism. Whether you are issuing it manually or via email, always maintain a courteous and precise tone to reflect your organization's commitment to integrity and customer service.

Acknowledgement Letter Format for Cheque Payment: A Comprehensive Guide

acknowledgement letter format for cheque payment is an essential aspect of financial communication, serving as a formal confirmation of receipt, ensuring transparency, and maintaining professional relationships between payers and payees. In the realm of business transactions, especially those involving cheque payments, issuing a well-structured acknowledgement letter not only provides proof of payment but also fosters trust and clarity. This article delves into the nuances of crafting an effective acknowledgment letter for cheque payments, offering insights into its format, key components, best practices, and sample templates.

Understanding the Importance of an Acknowledgement Letter for Cheque Payments

Before exploring the format, it is crucial to understand why acknowledgment letters are vital in financial transactions involving cheques.

Why is an Acknowledgment Letter Essential?

- Proof of Payment: Serves as documented evidence that the payee has received the cheque.
- Legal Safeguard: Can be used in case of disputes or discrepancies to establish facts.
- Professional Courtesy: Demonstrates professionalism and good business etiquette.
- Record-Keeping: Helps maintain organized financial records for both parties.

When Should You Send an Acknowledgment Letter?

- Upon receipt of a cheque payment for services or goods.
- When a client or partner makes a payment via cheque.
- In cases of recurring payments to confirm receipt each time.
- During settlement of invoices or dues.

The Standard Format of an Acknowledgement Letter for Cheque Payment

A well-structured acknowledgement letter maintains clarity and professionalism. Below are key sections and their detailed explanations.

- Heading and Date

- Header: Usually includes the company's or individual's name, address, and contact details.
- Date: The date when the letter is issued, formatted in a clear manner (e.g., 15 October 2023).

- Recipient's Details

- Name and address of the payer or the person/entity who issued the cheque.

- Subject Line

- A concise statement indicating the purpose, e.g., "Acknowledgement of Cheque Payment".

- Salutation

- Formal greeting, such as "Dear [Name]," or "To Whom It May Concern," depending on familiarity.

- Body of the Letter

This is the core where you confirm receipt of the cheque, specify details, and express appreciation.

Components to include:

- Acknowledgement of Receipt: Clearly state that the cheque has been received.
- Cheque Details:
 - Cheque number
 - Date of issue
 - Amount paid
 - Payee's name
 - Bank details, if necessary
- Purpose of Payment: Reference to the invoice number, service, or reason for payment.
- Confirmation of Funds Cleared (if applicable): Mention if the cheque has been processed or funds have been cleared.

- Additional Remarks

- Offer thanks or appreciation.
- Mention any further steps, such as delivery of goods or services.

- Closing and Signature
 - Formal closing phrase such as "Sincerely," or "Yours faithfully,"
 - Signature of authorized person
 - Name and designation of the signatory
 - Company seal or stamp, if applicable

Sample Acknowledgement Letter for Cheque Payment

To illustrate, here is a sample of a well-formatted acknowledgment letter:

ABC Pvt Ltd

123 Business Street,

Cityville, State, ZIP Code

Phone: (123) 456-7890

Email: [\[email protected\]](#)

15 October 2023

Mr. John Doe

456 Customer Lane

Townsville, State, ZIP Code

Subject: Acknowledgement of Cheque Payment

Dear Mr. Doe,

We are writing to formally acknowledge receipt of your cheque number 789654, dated 14 October 2023, for the amount of Rs. 50,000.00. The cheque was received today, 15 October 2023, at our office.

This payment corresponds to Invoice INV-20231010 for the services rendered in September 2023. We appreciate your promptness in settling the dues.

Please be informed that the cheque has been deposited into our bank account and is currently under process for clearance. We will notify you once the funds are successfully credited.

Thank you for your continued trust and cooperation. Should you require any further clarification, please do not hesitate to contact us.

Yours faithfully,

[Signature]

Jane Smith

Accounts Manager

ABC Pvt Ltd

Best Practices for Writing an Effective Acknowledgement Letter for Cheque Payments

To maximize clarity and professionalism, consider the following tips:

Clarity and Precision

- Always specify cheque details accurately.
- Use clear language and avoid ambiguity.
- Confirm the amount both numerically and in words for clarity.

Timeliness

- Send the acknowledgment promptly after receiving the cheque, ideally within 24-48 hours.
- This demonstrates attentiveness and professionalism.

Formal Tone

- Maintain a respectful and formal tone throughout.
- Use appropriate salutations and closing remarks.

Record-Keeping

- Keep copies of acknowledgment letters for your records.
- Send copies to the payer if necessary, especially for large transactions.

Personalization

- Address the recipient by name whenever possible.
- Reference specific details like invoice numbers or project names.

Variations in Acknowledgement Letter Formats

Depending on the nature of the transaction and organizational policies, acknowledgment letters can vary:

For Businesses Receiving Cheques

- Often follow a formal template.
- Include details like invoice numbers, payment terms, and bank details.

For Personal Transactions

- Can be less formal but should still confirm receipt clearly.

For Large or International Payments

- May include additional details such as foreign exchange rates, bank branch information, or customs references.

Common Mistakes to Avoid

To ensure your acknowledgment letter remains professional and effective, steer clear of these pitfalls:

- Omitting details: Failing to mention cheque number, date, or amount.
- Delayed response: Sending acknowledgment too late can create doubts.
- Informal language: Using casual language can undermine professionalism.
- Inaccurate information: Double-check all details to avoid errors.

Final Thoughts

An acknowledgment letter for cheque payment is more than a mere formality; it functions as a vital piece of financial documentation that fosters transparency and trust between business partners. By adhering to a clear format, including all necessary details, and maintaining professionalism, organizations can streamline their financial processes and build stronger relationships with clients and vendors alike.

In an increasingly digital world, where electronic payments are gaining popularity, the importance of proper acknowledgment remains. Whether for record-keeping, legal purposes, or simple courtesy, a well-crafted acknowledgment letter for cheque payments is a small but significant component of effective financial management. Remember, clarity, promptness, and professionalism are your best tools in creating impactful acknowledgment communications.

Question What is the standard format for an acknowledgment letter for cheque payment?
Answer A standard acknowledgment letter for cheque payment should include the sender's and recipient's

details, the cheque number, amount, date, purpose of payment, and a formal statement confirming receipt. It should be concise, professional, and clearly state the acknowledgment of the cheque received. How should I start an acknowledgment letter for a cheque payment? Begin with a polite salutation such as 'Dear [Recipient Name],' followed by a statement acknowledging the receipt of the cheque, for example, 'We hereby acknowledge receipt of your cheque dated [date] for the amount of [amount].' What key details must be included in the acknowledgment letter for a cheque payment? The letter should include the cheque number, date of issuance, the amount paid, payer's name, purpose of the payment, and the date of receipt. Including these details helps ensure clarity and record-keeping accuracy. Is it necessary to mention the cheque number in the acknowledgment letter? Yes, including the cheque number is important for record-keeping and future reference, as it helps both parties verify the specific payment received. Can I use a template for creating an acknowledgment letter for cheque payments? Yes, using a template can ensure consistency and professionalism. Customize the template with specific details related to each transaction to maintain accuracy. What tone should I use in an acknowledgment letter for cheque payment? The tone should be formal, professional, and polite, expressing gratitude for the payment and confirming receipt clearly and respectfully. Are electronic acknowledgment letters acceptable for cheque payments? Yes, electronic acknowledgment letters via email are acceptable, especially in digital transactions. Ensure the email is professional, includes all relevant details, and is sent promptly upon receipt of the cheque.

Related keywords: acknowledgement letter sample, cheque payment acknowledgment, payment receipt template, formal acknowledgment letter, cheque confirmation letter, payment acknowledgment format, business letter for payment, cheque payment receipt, acknowledgment letter example, payment confirmation template

Issue cheque request letter for sbi

Issue Cheque Request Letter for SBI

In today's banking landscape, managing financial transactions efficiently is crucial for individuals and businesses alike. The State Bank of India (SBI), being one of the largest and most trusted banking institutions in India, offers a variety of services to facilitate smooth banking operations. One such essential service is the issuance of cheque books, which enables account holders to make payments, withdraw funds, and carry out numerous financial activities securely and conveniently. When an SBI account holder needs a new cheque book or a replacement, they are required to submit a formal request through an issue cheque request letter. This article provides a comprehensive guide on how to draft an effective cheque request letter for SBI, the key points to include, and the procedures involved in obtaining a cheque book from the bank.

Understanding the Importance of a Cheque Request Letter

Why is a Cheque Request Letter Necessary?

A cheque request letter is a formal document that serves as an official communication between the bank and the account holder. It acts as an application for the issuance of a new cheque book, particularly when the existing cheque book is exhausted, lost, damaged, or if the account holder simply wishes to have an additional cheque book. Submitting this letter ensures that the bank processes the request promptly and accurately, reducing the risk of errors or delays.

Benefits of Submitting a Proper Request Letter

- Ensures clarity and formal communication
- Provides a record for future reference
- Facilitates quicker processing
- Minimizes the risk of misuse or errors
- Demonstrates professionalism, especially for business accounts

Key Elements of an Issue Cheque Request Letter for SBI

Essential Information to Include

A well-crafted cheque request letter should contain the following details:

- **Account Holder's Name:** Full name as registered with SBI.
- **Account Number:** The unique account number to identify the account.
- **Type of Account:** Savings, Current, or other types.
- **Request Details:** Number of cheque leaves required or specify if requesting a new cheque book.
- **Address:** Registered address for delivery of the cheque book.
- **Contact Details:** Phone number and email ID for communication.
- **Reason for Request:** (Optional but recommended) such as lost, damaged, or additional cheque book.
- **Date of Writing the Letter:** To establish the timeline.
- **Signature:** The signature of the account holder for authenticity.

Additional Considerations

- If requesting a specific cheque book format or special instructions, mention them clearly.
- Attach any necessary identification or previous cheque book details if required.
- Be concise but include all relevant information to avoid delays.

Sample Format of an Issue Cheque Request Letter for SBI

Below is a sample template that can be customized according to individual needs:

``plaintext

[Your Name]

[Your Address]

[City, State, PIN Code]

[Contact Number]

[Email Address]

Date: [DD/MM/YYYY]

The Branch Manager

State Bank of India

[Branch Name]

[Branch Address]

Subject: Request for Issuance of Cheque Book

Dear Sir/Madam,

I am writing to request the issuance of a new cheque book for my savings account with SBI. Please find the details below:

Account Holder Name: [Your Full Name]

Account Number: [Your Account Number]

Type of Account: [Savings/Current]

Number of Cheque Leaves Required: [Number]

Registered Address: [Your Address]

The previous cheque book has been exhausted/damaged/lost (choose as applicable). Kindly process my request at the earliest and deliver the cheque book to the above address.

Please let me know if any further information or documentation is required.

Thank you for your prompt assistance.

Sincerely,

[Your Signature]

[Your Name]

...

Methods to Submit a Cheque Request to SBI

1. Visiting the Branch in Person

One of the traditional and most straightforward methods is visiting the SBI branch directly. At the branch:

- Request a cheque book request form from the bank staff.
- Fill in the form with all necessary details.
- Submit the form along with your identification proof if required.
- The bank will process your request and deliver the cheque book to your registered address or hand it over directly.

2. Using SBI's Internet Banking

SBI provides online facilities that make cheque book requests convenient:

- Log into your SBI net banking account.

- Navigate to the ?Requests? or ?Services? section.
- Select ?Cheque Book Request.?
- Fill in the required details and submit the request.
- The bank will process your request and deliver the cheque book accordingly.

3. SBI YONO Mobile App

The SBI YONO app also facilitates cheque book requests:

- Log into the YONO app.
- Go to the ?Banking? section.
- Select ?Request Cheque Book.?
- Enter your account details and submit.
- The process is quick, and delivery is arranged as per your registered address.

4. Via Phone Banking

Account holders can also contact SBI?s customer care:

- Dial SBI?s toll-free number.
- Follow the prompts to connect with the customer service representative.
- Request a cheque book and provide necessary details.
- The request will be processed, and the cheque book will be dispatched.

Important Tips and Precautions

Ensure Accurate Information

Always double-check the account details and your contact information to prevent processing delays.

Keep a Record

Maintain a copy of your request letter or the request receipt, especially if submitted online or via phone.

Verify Delivery Details

Ensure your address is updated and correct in the bank records to avoid delivery issues.

Security Measures

- Do not share your account details or passwords over unsecured channels.
- If the cheque book is lost or stolen, immediately inform SBI to block or monitor your account for unauthorized activity.

Follow Up

If you do not receive the cheque book within the stipulated time, follow up with the branch or through online banking.

Conclusion

Requesting a cheque book from SBI is a straightforward process that can be accomplished through various methods such as visiting the branch, online banking, mobile apps, or customer care. Drafting a clear and precise issue cheque request letter ensures a smooth and quick process, especially when done offline. Remember to include all relevant details, keep copies of your requests, and stay vigilant about security. Whether you need a new cheque book due to exhaustion, damage, or loss, following the proper procedure and submitting an effective request letter will help you manage your banking needs efficiently. As SBI continues to enhance its digital services, online requests are becoming increasingly popular, offering convenience and speed in managing your financial transactions.

Issue Cheque Request Letter for SBI: A Comprehensive Guide

When managing banking transactions with the State Bank of India (SBI), one of the common requirements is requesting a cheque book or issuing a cheque. Whether you need a new cheque book, a duplicate, or a specific cheque request, knowing the correct process to issue cheque request letter for SBI is essential. This guide aims to walk you through the entire process, including how to draft an effective request letter, the necessary details to include, and tips for ensuring your request is processed smoothly.

Understanding the Importance of a Cheque Request Letter for SBI

A cheque request letter for SBI serves as a formal communication between the account holder and the bank when requesting a new cheque book or specific cheque-related services. While SBI offers various methods to request cheques?such as online banking, ATM, or visiting the branch?a written request is often required in certain scenarios, especially for official or formal purposes.

Key reasons to issue a cheque request letter for SBI include:

- Requesting a new cheque book
- Replacing lost or stolen cheque books
- Requesting special cheque designs or customized cheques
- Updating cheque-related information
- Seeking duplicate cheque book issuance

Having a well-drafted request letter ensures clarity, reduces processing delays, and provides a record of your request.

When to Write a Cheque Request Letter for SBI

Before diving into the drafting process, it's important to identify situations that necessitate a formal issue cheque request letter for SBI:

- Lost or stolen cheque book: To halt the use of compromised cheques and request a new set.
- Need for additional cheque books: For joint accounts or increased transaction volume.
- Requesting a specific cheque style or design: For official purposes or personal preference.
- Account information updates: Correcting or updating details associated with cheque issuance.
- Bank-specific requirements: Certain branches or account types may require written requests for security or documentation purposes.

How to Write an Effective Issue Cheque Request Letter for SBI

Writing a professional and clear letter is crucial. Here's a detailed guide on how to structure your issue cheque request letter for SBI:

- Header and Date

Start with your name and address at the top left corner, followed by the date on the right or left side, depending on your preferred format.

Example:

Your Name

Your Address

City, PIN Code

Date: DD/MM/YYYY

...

- Salutation

Address the letter to the branch manager or the concerned bank officer.

Example:

...

To,

The Branch Manager,

State Bank of India,

[Branch Address]

Subject: Request for Issuance of Cheque Book

...

- Introduction and Purpose

Begin with a brief introduction of yourself and clearly state the purpose of your letter.

Example:

...

Dear Sir/Madam,

I am an account holder at your branch with the account number [XXXXXXX]. I am writing to request the issuance of a new cheque book for my account.

...

- Details of the Request

Provide specific details to assist the bank in processing your request promptly:

- Account number
- Number of cheque leaves required
- Type of cheque book (standard, special design, etc.)
- Any specific instructions or preferences

Example:

...

Please issue a new cheque book containing 25 leaves for my savings account numbered [XXXXXX]. I would prefer the standard cheque format, or if available, a cheque book with a different design as per my previous request.

...

- Reason for Request (if applicable)

Explain why you're requesting the cheque book, especially if it's due to loss or theft.

Example:

...

Due to the recent loss of my previous cheque book, I kindly request the issuance of a new one at the earliest convenience.

...

- Contact Details

Include your contact information for any follow-up or clarification.

Example:

You can contact me at [phone number] or [email address] if further information is required.

- Closing and Signature

End the letter politely, with your signature and name.

Example:

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

Sample Issue Cheque Request Letter for SBI

Below is a sample template that incorporates all the elements discussed:

[Your Name]

[Your Address]

City, PIN Code

Date: DD/MM/YYYY

To,

The Branch Manager,

State Bank of India,

[Branch Name]

[Branch Address]

Subject: Request for Issuance of Cheque Book

Dear Sir/Madam,

I am an account holder at your branch with the account number [XXXXXX]. I am writing to formally request the issuance of a new cheque book associated with my account.

Due to [loss/theft/need for additional cheque leaves], I kindly ask you to issue a cheque book containing 25 leaves. I would prefer the standard cheque format; however, if available, I would also be interested in any special design options offered.

Please process my request at your earliest convenience. You may contact me at [your phone number] or [your email address] for any further information or confirmation.

Thank you for your prompt assistance.

Sincerely,

[Your Signature]

[Your Name]

Additional Tips for Writing an Issue Cheque Request Letter for SBI

- Be Clear and Concise: Avoid ambiguity. State exactly what you need.
- Use Proper Language: Maintain a professional tone and avoid slang.
- Include All Relevant Details: Missing information can delay processing.
- Attach Necessary Documents: Sometimes, the bank may require identity proof or account verification documents.
- Follow Up: If you do not receive a response within a reasonable timeframe, follow up with the branch.

Alternative Methods to Request a Cheque Book from SBI

While a written request is effective, SBI also provides other convenient options:

- Online Banking: Log into SBI Internet Banking or YONO app to request a cheque book.
- ATM Request: Some SBI ATMs allow users to order cheque books directly.
- Phone Banking: Call SBI customer care to initiate a request.
- Visit Branch: Directly visit your branch and submit a written request or fill out a form.

Conclusion

Understanding how to issue cheque request letter for SBI equips you with the confidence to handle banking requests efficiently. A well-drafted letter not only accelerates the process but also ensures your request is clear and professional. Remember to keep a copy of your request for future reference and follow up if necessary. Whether you're requesting a new cheque book or replacing a lost one, adhering to proper procedures and communication standards will help you maintain a smooth banking relationship with SBI.

By following the structure and tips outlined in this guide, you can craft effective request letters that meet SBI's requirements and ensure timely processing of your cheque-related needs.

Question What should I include in an SBI cheque request letter? Your SBI cheque request letter should include your full name, account number, branch details, the number of cheques required, and a polite request for issuance. Ensure to include your contact information and date.

Answer Can I request multiple cheque books in a single letter to SBI? Yes, you can specify in your letter if you need multiple cheque books. Clearly mention the number of cheque books required and the number of leaves per book. Is there a specific format for writing a cheque request letter to SBI? While SBI does not enforce a strict format, it's recommended to write a formal, clear, and polite letter including all necessary details like your account information, request details, and contact information. How long does it take for SBI to process a cheque book request? Typically, SBI processes cheque book requests within 3-7 business days. However, processing times may vary based on the branch and request volume. Can I request a cheque book online for SBI accounts? Yes, SBI offers online options through net banking or the YONO app to request cheque books, eliminating the need for a physical request letter. Alternatively, you can visit the branch or send a formal letter. What should I do if my SBI cheque book is lost or stolen? Immediately inform your SBI branch or use online banking to block the lost cheque book, and submit a formal request for a new cheque book. It's also advisable to file a police complaint if stolen. Are there any charges for requesting a new cheque book from SBI? SBI may charge a nominal fee for issuing additional cheque books depending on your account type and the number of cheque books requested. Check with your branch or SBI's official guidelines for specific charges.

Related keywords: issue cheque request, SBI cheque book request, SBI cheque issuance, bank cheque request letter, SBI cheque request form, cheque book application SBI, request cheque booklet SBI, SBI cheque book application letter, cheque issuance process SBI, SBI bank cheque request letter

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