

On Company letter head

Date: _____

To,

Manager,
Axis Bank Ltd.

Subject – Issuance of continuous cheque stationary for our Account no. _____ for
_____ (Company name)

Dear Sir/Madam,

We, M/s. _____ (Company name) request you to arrange _____ (no. of cheque)

pre-printed continuous Cheque Stationary for our Account no. _____ at the below location.

Address 1 -

Address 2 -

Address 3 -

City -

State -

Pincode -

Contact Name -

Contact No -

Regards,

For _____ (Company name)

Authorised Signatory (Sign & Stamp as per BR & MOP)