

To
AGM
Sonali Bank Limited
BUET Branch, Dhaka.

Date-

Subject: request for payment against cheque no. dt.....
of Sonali Bank Ltd., BUET br., Dhaka.

Dear Sir

I have handed over above mentioned cheque of Tk=
Datedto Mr./Mrs./Ms/ M/s.....and request that the necessary steps
be taken for its payment.

Yours sincerely

Signature
Name:
Address :
A/C no. :
Mobile:

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