**Advice Letter to bank template**

Recipient’s address

Your address and contact details

Objective (one sentence)

Dear (Recipient's name),

Please find enclosed a cheque for (insert amount) written for myself (insert name)

I would like it to be deposited in the account (insert account number) as soon as possible, and I would like to receive written confirmation that this has been done.

Thank you for your cooperation regarding this matter and I look forward to hearing from you soon.

Sincerely,

(Sign here)

(Your Name, Title)