<< Company Letterhead >>

Date: dd-month-yy

Attn: The Manager, Hongkong and Shanghai Banking Corporation Limited

Subject: Proceed with Inward Clearing Cheque(s)

We, ….. , account number xxx-xxxxxx-xxx requests the Hongkong and Shanghai Banking Corporation Limited to proceed with the cheque clearing as detailed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Cheque No. | Cheque Date | Payee | Amount (THB) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

We confirm that the cheque(s) above has been issued by us.

Please process accordingly.

<< Signer Name >>

<< Authorised signatory as per the conditions given to the Bank >>