

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Branch Name]
[Bank Address]
[City, State, ZIP Code]

Subject: Request for ATM Card Activation

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request the activation of my ATM card associated with my bank account, the details of which are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- ATM Card Number: [Your ATM Card Number]

I received my ATM card on [date of receipt] but have been unable to use it as it remains inactive. I would appreciate it if you could expedite the activation process, as I rely heavily on this service for my banking needs.

Please let me know if you require any further information or documentation to facilitate this request. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]