

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Application for ATM Card

Dear Sir/Madam,

I am writing to request the issuance of an ATM card for my account with your bank.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Branch: [Your Branch Name]

I would like to have an ATM card for convenient access to my funds and to facilitate transactions.

Please find the necessary documents attached for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]