

[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 Closure of ATM Card

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the closure of my ATM card associated with my account number [Your Account Number].

Please find the details of my ATM card below:

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

I would appreciate it if you could process this request at your earliest convenience and confirm the closure of my ATM card. Should you need any further information, please feel free to contact me at the above-mentioned phone number or email address.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]