

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

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Inquiry Regarding ATM Card

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to inquire about my ATM card associated with my account [Your Account Number].

I have encountered some issues regarding [briefly describe the issue, e.g., card activation, transactions, etc.], and I would appreciate your assistance in resolving this matter.

Could you please provide me with the necessary information or guidance on how to [state your request, e.g., activate my card, reset my PIN, etc.]?

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

Sincerely,

[Your Name]