

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

Subject: Request for ATM Card Replacement

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a replacement for my ATM card linked to my account, [Your Account Number].

Unfortunately, I have [lost it/stolen it/damaged it] and I am unable to access my account at this time.

I would appreciate your assistance in processing the replacement at your earliest convenience. Please let me know if you require any further information or verification.

Thank you for your attention to this matter.

Sincerely,
[Your Name]