

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

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

Subject: ATM Card Security Issue

Dear [Bank Manager's Name],

I am writing to bring to your attention a security issue I have encountered regarding my ATM card associated with my account number [Your Account Number].

On [Date of Incident], I noticed [describe the issue, e.g., unauthorized transactions, lost card, fraudulent activity]. I have already taken the following steps to secure my account: [list any actions taken, e.g., reporting the issue, changing passwords, etc.].

I kindly request your prompt attention to this matter and assistance in resolving the issue. Please let me know if you require any further information or documentation from my side.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]