

[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 Update

Dear [Bank's Customer Service/Manager's Name],  
I hope this letter finds you well. I am writing to formally request an update for my ATM card due to [reason for update, e.g., damaged card, expiration, change of address].

My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Current ATM Card Number: [Last Four Digits of Current Card]

I kindly ask you to send me a new card at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me at the phone number or email address listed above. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]