

[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

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request the issuance of an ATM card for my account with your bank. Below are the details related to my account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Savings/Checking]

I would appreciate it if you could process my request at your earliest convenience. If any additional information or documents are required, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]