

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

Subject: Request for Replacement of Lost ATM Card

Dear [Bank Customer Service Manager's Name],

I am writing to formally report the loss of my ATM card associated with my bank account number [Your Account Number]. I realized that my card was missing on [Date You Noticed the Loss], and despite my efforts to locate it, I have been unable to find it.

For security reasons, I kindly request that my lost ATM card be blocked and, if possible, a replacement card issued at your earliest convenience. Please let me know if you require any additional information or documentation to process my request.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]