

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

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

Subject: Application for ATM Card

Dear [Bank Manager's Name],

I am writing to request the issuance of an ATM card linked to my bank account with your prestigious institution. Below are my account details:

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

I understand the terms and conditions associated with the ATM card and agree to abide by them. I kindly request you to process my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]