

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

[Bank Name]
[Bank Branch Address]
[City, State, ZIP Code]

Subject: Notification of Lost Bank Passbook

Dear [Bank Manager's Name],

I am writing to formally notify you about the loss of my bank passbook associated with my account, details outlined below:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Branch: [Your Bank Branch Name]

I discovered that my passbook is missing on [date you realized it was lost]. Despite my efforts to locate it, I have not been able to find it. I understand the importance of safeguarding bank documents and will ensure to take necessary precautions moving forward.

I kindly request that you disable the current passbook and issue a new one for my account. Please let me know if there are any forms or procedures that I need to complete in this regard.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]