

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

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

Subject: Request for Issuance of Replacement Passbook

Dear Sir/Madam,

I am writing to inform you that I have misplaced my bank passbook associated with my savings account (Account Number: [Your Account Number]). Despite my best efforts to locate it, I have been unable to find it.

I kindly request the issuance of a replacement passbook at your earliest convenience. I understand that any necessary procedures and formalities must be fulfilled to facilitate this process.

Please let me know if I need to provide any further information or documents. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number]