

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

The Branch Manager

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

Subject: Request for Reissue of Bank Passbook

Dear [Branch Manager's Name],

I, [Your Name], holding the account number [Your Account Number], request the reissue of my bank passbook. I have misplaced the original passbook and would like to have a new one issued to continue maintaining my banking activities.

Please let me know if any further information or documentation is needed from my side to process this request. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]