

[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: Application for Issuance of Duplicate Passbook

Dear Sir/Madam,

I am writing to formally request the issuance of a duplicate passbook for my bank account, as I have unfortunately misplaced my original passbook.

Details of my account are as follows:

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

I kindly request you to process my application at your earliest convenience, as the passbook is essential for my banking transactions. I am willing to comply with any required procedures for the issuance of a duplicate passbook.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Name]