

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

Subject: Request for Reissue of Lost Bank Passbook

Dear [Bank Manager's Name],

I am writing to formally report the loss of my bank passbook associated with my account number [Your Account Number]. I misplaced it on [Date of Loss], and despite my best efforts to locate it, I have been unable to do so.

As the passbook is essential for my financial transactions, I kindly request that you initiate the process to reissue a new passbook for my account. I am willing to comply with any necessary verification procedures to facilitate this request.

Please let me know if you require any further information or documentation from my side. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this issue.

Sincerely,
[Your Name]