

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

Subject: Application for Issuance of Duplicate Passbook

Dear [Bank Manager's Name],

I am writing to inform you that I have lost my bank passbook associated with my account number [Your Account Number]. I last used it on [Date of Last Use] and realized that it was missing on [Date of Discovery].

I kindly request you to issue a duplicate passbook at your earliest convenience. I understand the importance of maintaining the security of my account and will comply with any necessary procedures to verify my identity.

Please let me know if you require any additional information or documentation from my side.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]