

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

The Branch Manager

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

Dear Sir/Madam,

Subject: Report of Lost Bank Passbook

I am writing to formally report the loss of my bank passbook. The details of my account are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Branch Name: [Your Bank Branch Name]

I realized that my passbook was missing on [Date of Loss] and I have searched thoroughly to locate it but unfortunately, I have not been able to find it. I request you to kindly block my old passbook and issue me a new one at your earliest convenience.

Please let me know if you need any further information or if I am required to complete any formalities to process my request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]