

[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 Reporting Loss of Bank Passbook

Dear [Branch Manager's Name],

I am writing to formally report the loss of my bank passbook associated with my savings account (Account Number: [Your Account Number]).

Unfortunately, I misplaced it on [Date of Loss], and despite my efforts to locate it, I have been unable to do so.

I kindly request you to block my existing passbook to prevent any unauthorized transactions. Additionally, I would appreciate your guidance on how to proceed with obtaining a new passbook.

Please find a copy of my identification attached for verification purposes.

Thank you for your assistance in this matter.

Sincerely,

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