

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

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

Subject: Application for Issuance of Duplicate Passbook

Dear [Bank Manager's Name or "Sir/Madam"],

I hope this letter finds you well. I am writing to request the issuance of a duplicate passbook for my bank account with the following details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Branch: [Your Branch Name]

Unfortunately, my original passbook has been lost/misplaced [briefly explain how it was lost, if applicable]. I kindly request your assistance in issuing a duplicate passbook at your earliest convenience.

Please let me know if there are any forms I need to complete or if any further information is required to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]