

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

Subject: Request for Issuance of Duplicate Passbook

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

I am writing to formally report the loss of my passbook associated with my savings account [Account Number]. I noticed that it was missing on [Date of Loss], and despite my best efforts to locate it, I have been unsuccessful.

The details of my account are as follows:

- Account Holder's Name: [Your Name]
- Account Number: [Your Account Number]
- Branch Name: [Your Bank Branch]

I kindly request the issuance of a duplicate passbook at your earliest convenience. I understand any necessary procedures and formalities that need to be followed and am willing to comply with all requirements. 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]