

[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],

I am writing to formally request the issuance of a duplicate passbook for my account with the following details:

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

I regret to inform you that my original passbook has been lost/misplaced. Despite searching diligently, I have been unable to locate it.

I kindly request you to initiate the process for issuing a duplicate passbook at your earliest convenience. I am willing to comply with any necessary procedures, including providing identification and completing any required forms.

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

Sincerely,

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