

[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],

I hope this letter finds you well. I am writing to formally request the issuance of a duplicate of my bank passbook, which I have unfortunately lost.

My account details are as follows:

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

I have taken necessary precautions to secure my information and would appreciate your assistance in processing this request at your earliest convenience.

Please let me know if you require any further information or documentation to expedite this process. Thank you for your attention to this matter.

Sincerely,

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