

[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 Issuance of New Passbook due to Loss

Dear [Branch Manager's Name],

I am writing to inform you that I have misplaced my bank passbook associated with my account, [Your Account Number]. Despite my best efforts to locate it, I have been unable to do so.

I kindly request the issuance of a new passbook to continue managing my account efficiently. I understand that certain procedures need to be followed in this regard, and I am willing to comply with any necessary steps or provide any required identification.

Please let me know if there are forms to fill out or documents needed. I hope to resolve this issue at your earliest convenience.

Thank you for your assistance.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number]