

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

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

Subject: Request for Reissuing Bank Passbook

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the reissuance of my bank passbook. Unfortunately, my original passbook has [lost/damaged/other reason] and I am unable to access my transaction history and account details as needed.

My account details are as follows:

- Account Holder's Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Savings/Current/etc.]

I would appreciate it if you could guide me through the process of obtaining a new passbook at your earliest convenience. Should there be any requirements or documents needed to facilitate this request, please let me know.

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]