

[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 Missing Passbook

Dear [Bank Manager's Name],

I am writing to formally report the issue of my missing bank passbook associated with my account number [Your Account Number]. Unfortunately, I discovered that the passbook is no longer in my possession as of [date you last had the passbook].

I kindly request your assistance in issuing a new passbook for my account. I assure you that I have taken all necessary precautions to secure my banking documents and will be careful moving forward. For your records, I have attached a copy of my identification [and any other necessary documents].

Thank you for your prompt attention to this matter. I look forward to resolving this issue as soon as possible.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]