

[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 passbook for my account, as I have unfortunately misplaced my original passbook.

Account Details:

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

I kindly request that you assist me in this matter at your earliest convenience. I understand the procedures involved and am willing to provide any necessary identification or documentation as required. 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]