

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

Axis Bank

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

Subject: Request for Issuance of Passbook

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request the issuance of a passbook for my savings account with Axis Bank. Below are the relevant details of my account:

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

I would appreciate it if you could provide me with my passbook at your earliest convenience. If any additional information or documentation is required, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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