

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

The Branch Manager  
Jammu & Kashmir Bank  
[Branch Address]

[City, State, Zip Code]

Subject: Request for Issue of ATM Card

Dear Sir/Madam,

I am writing to request the issuance of an ATM card for my savings/current account with your bank. Below are my account details:

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

I kindly request you to process my application and issue an ATM card at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]