

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

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

Subject: ATM Card Loss Claim

Dear [Bank Manager's Name],

I am writing to formally report the loss of my ATM card and to request a replacement as soon as possible.

Details of the lost card are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- ATM Card Number: [Last Four Digits of the Card]
- Date of Loss: [Date You Lost the Card]

I realized the card was missing on [Date] when I attempted to use it. I have taken necessary precautions to secure my account, including reporting the loss to your customer service.

Please initiate the process for replacing my card at your earliest convenience. If you require any additional information, feel free to contact me at the provided phone number or email address.

Thank you for your prompt attention to this matter.

Sincerely,

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