

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

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

Subject: Notification of Lost ATM Card

Dear [Bank Manager's Name],

I am writing to formally notify you that I have lost my ATM card associated with my bank account [Your Account Number]. The card was last seen on [Date you last had the card], and despite my efforts to locate it, I have been unable to do so.

To prevent any unauthorized transactions, I request that my card be blocked immediately. Please confirm that my request has been processed and let me know the steps to obtain a replacement card.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]