

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

Subject: Report of Lost ATM Card

Dear [Bank Manager's Name],

I am writing to formally report the loss of my ATM card associated with my bank account. My account number is [Your Account Number], and my card number is [Last Four Digits of Card Number].

I lost my card on [Date of Loss], and despite my efforts to locate it, I have been unable to do so. I kindly request that you take the necessary steps to block my lost card to prevent any unauthorized transactions and facilitate the issuance of a replacement card.

Please let me know if you require any further information to assist with this matter. I appreciate your prompt attention to this issue.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]