

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

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

Subject: Request for Replacement of Missing ATM Card

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the replacement of my ATM card, which has been missing since [insert date].

My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

I have taken all necessary measures to locate my missing card, but unfortunately, I have been unable to find it. To ensure the security of my funds, I kindly request that you block the current card and issue a new one at your earliest convenience.

Please let me know if you require any further information or documentation to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]