

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

Subject: Request for Replacement of Lost ATM Card

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to inform you that I have lost my ATM card associated with my account ([Your Account Number]) on [Date of Loss]. I realized it was missing when [brief explanation of how you discovered it was lost].

I have taken the necessary steps to secure my account by [mention actions taken, e.g., reporting it online, contacting customer service]. However, I kindly request that you issue a replacement card at your earliest convenience to avoid any inconvenience in accessing my account.

Please let me know if you require any additional information or documentation to process my request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]