

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

Dear [Bank Manager's Name],

Subject: Request for Reissue of Canceled Missing ATM Card

I hope this message finds you well. I am writing to formally request the reissue of my ATM card, which has been canceled due to it being reported missing.

My account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Card Number (if available): [Last Four Digits of Card Number]

I realized that my ATM card was missing on [Date You Noticed the Card Was Missing]. I have already taken the necessary steps to report the card as lost and ensure the security of my account.

I kindly ask you to process the reissue of my ATM card at your earliest convenience. If you require any further information, please do not hesitate to contact me at the phone number or email address I provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]