

[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 Missing ATM Card

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to inform you about my missing ATM card associated with my account number [Your Account Number]. I noticed that my card was missing on [Date you noticed the card was missing] and have since made diligent efforts to locate it without success.

As I am concerned about unauthorized transactions, I kindly request that you block my current card to prevent any misuse. Additionally, I would like to request a replacement ATM card to be issued to me at your earliest convenience.

Please let me know if you need any further information or if there are forms I need to complete to expedite this process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]