

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

Customer Service

[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Subject: Request for Emergency ATM Card Replacement

Dear Customer Service,

I am writing to request an emergency replacement for my ATM card. My card was lost/stolen on [date], and I am unable to access my account due to this issue.

Here are my account details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Contact Number: [Your Phone Number]

Please let me know the necessary steps to expedite the card replacement, as I rely on my ATM card for daily transactions.

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Name]