

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

Dear [Bank Manager's Name],

Subject: Request for ATM Card Renewal Due to Loss

I am writing to formally request the renewal of my ATM card which has been lost. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

ATM Card Number (if available): [XXX-XXXX-XXXX-XXXX]

I discovered that my ATM card was missing on [date of loss]. I have taken the necessary precautions by reporting this loss to your customer service department and ensuring that my account is secure.

I kindly request you to issue a new ATM card at your earliest convenience. Please let me know if you require any further information or documents to process my request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]