

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

Subject: Notification of Lost ATM Card

Dear [Bank Manager's Name or Customer Service],

I am writing to formally notify you that I have lost my ATM card associated with my account [Your Account Number]. The card was last used on [Last Known Date of Use] and I noticed it was missing on [Date You Noticed It Missing].

I kindly request that you block my card to prevent any unauthorized transactions. Additionally, I would like to request a replacement card to be issued.

Please let me know if you require any further information to process this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]