

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

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

Subject: Reporting Missing ATM Card

Dear [Bank Manager's Name],

I am writing to formally report that my ATM card with number [last four digits of the card] has been lost/misplaced as of [date of loss]. Despite my efforts to locate it, I have been unsuccessful, and I am concerned about the security of my account.

I kindly request that you block my current ATM card to prevent any unauthorized transactions and issue a new card at your earliest convenience. My account details are as follows:

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

Please let me know if you require any further information or documents to process my request. Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]