

[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 ATM Card

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request a replacement for my ATM card, which has been lost.

Details of my account are as follows:

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

Unfortunately, I discovered the loss on [Date of Loss] and have taken appropriate measures to secure my account.

I kindly ask you to process my request at your earliest convenience and inform me of any necessary steps I must complete to receive my new card.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]