

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

Subject: Explanation Letter for Missing ATM Card

Dear [Bank Manager's Name],

I am writing to formally report the loss of my ATM card associated with my bank account [Account Number]. I realized that my card was missing on [Date of Loss], and I have taken steps to ensure my account's security since that time.

I have searched thoroughly in the locations I visited prior to discovering my card was missing, but unfortunately, I have been unable to locate it. I request that you block my lost ATM card to prevent any unauthorized transactions.

Please advise me on the necessary steps to receive a replacement card and any additional information you may require from me.

Thank you for your prompt attention to this matter.

Sincerely,

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