

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

Subject: Notification of Stolen ATM Card

Dear [Bank Manager's Name],

I am writing to inform you that my ATM card, associated with account number [Your Account Number], has been stolen. I noticed the card missing on [Date of Discovery] and have taken immediate steps to secure my account.

Please take the necessary actions to block my current card and prevent any unauthorized transactions. Additionally, I would like to request a replacement card at your earliest convenience.

If you require any further information or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]