

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

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

Subject: Request for Replacement ATM Card

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a replacement for my ATM card associated with my account [Account Number]. My previous card was [lost/stolen/damaged], and I am unable to access my account as a result.

To assist in the processing of my request, the details of my ATM card are as follows:

- Name on Card: [Your Name]
- Account Number: [Account Number]
- Date of Incident: [Date of Loss/Stolen/Damage]

I kindly ask you to process this replacement at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your prompt attention to this matter.

Sincerely,

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