

[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 of Missing ATM Card

Dear [Bank Manager's Name],

I am writing to report that my ATM card with the number ending in [last four digits] has been misplaced. I last used the card on [date of last use], and since then, I have been unable to locate it.

For security reasons, I kindly request that you block the current card and issue a replacement at your earliest convenience. My account number is [your account number], and I can provide any additional information required to verify my identity.

Please let me know if there are any forms or documentation you need to process my request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]