

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

The Manager,

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Delayed Processing of ATM Card Renewal

Dear Sir/Madam,

I am writing to inquire about the status of my ATM card renewal application submitted on [Insert Submission Date]. It has been [Insert Duration] since the application was initiated, and I have yet to receive any confirmation or the new card.

I kindly request you to provide an update regarding the processing of my application, as I require the card for my banking transactions.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]