

ATM Card Renewal Request

Date: [Insert Date]

To,
The Branch Manager,
[Bank Name],
[Bank Address],
[City, State, Zip Code]

Subject: Request for ATM Card Renewal for Joint Account

Dear Sir/Madam,

We, [Account Holder 1 Name] and [Account Holder 2 Name], hold a joint account with the account number [Account Number]. We are writing to formally request the renewal of our ATM cards associated with this account.

Our current ATM cards are set to expire on [Expiration Date]. We would like to ensure uninterrupted access to our account and services, and therefore request the renewal of both cards.

We have attached copies of our identification and other necessary documents for your reference.

We would appreciate your prompt attention to this matter and look forward to your positive response.

Thank you.

Sincerely,
[Account Holder 1 Name]
[Signature]
[Contact Information]

Sincerely,
[Account Holder 2 Name]
[Signature]
[Contact Information]