

ATM Card Renewal Request for Lost Card

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

Date: [Insert Date]

Subject: Request for ATM Card Renewal Due to Loss

Dear Sir/Madam,

I am writing to formally request the renewal of my ATM card, which has been lost. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Previous ATM Card Number: [Your Old Card Number]

I realized that my card was missing on [Date of Loss]. I have taken necessary precautions and informed your customer service about the incident. I kindly request you to issue a new ATM card at your earliest convenience.

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

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Contact Number]