

Letter of Appeal for Urgent Replacement of Lost Savings Passbook

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request an urgent replacement of my lost savings passbook associated with my account number [Your Account Number].

Unfortunately, I misplaced my passbook on [Date of Loss], and despite my best efforts to locate it, I have been unsuccessful. The absence of my passbook is causing me inconvenience in accessing my savings account.

I kindly request your assistance in issuing a new savings passbook at your earliest convenience. Please let me know if you require any additional documentation or information to expedite this process.

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

Sincerely,

[Your Name]