

Demand for Issuance of New Passbook

Your Name

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

Date: [Insert Date]

Bank Name

Bank Address

City, State, Zip Code

Subject: Request for Issuance of New Passbook

Dear [Bank Manager's Name],

I am writing to formally request the issuance of a new passbook for my account due to the loss of my original passbook. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

I discovered that my passbook was misplaced on [Date of Discovery]. I have searched thoroughly for the passbook but unfortunately, I have been unable to locate it. I believe it may be lost. In accordance with your bank's policy, I am providing this letter to formally request the issuance of a new passbook.

Please let me know if you require any further information or documentation to process my request. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your cooperation.

Sincerely,

[Your Name]