

Subject: Request for Issuance of Duplicate Passbook

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To,

Branch Manager,

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Branch Manager's Name],

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

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Branch Name: [Your Branch Name]

I realized that my passbook was lost on [Date of Loss]. I have taken necessary steps to search for it but have been unsuccessful. I kindly request your assistance in providing me with a duplicate passbook at your earliest convenience.

Thank you for your attention to this matter. Should you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]