

Inquiry for Replacement of Lost Passbook

Date: [Insert Date]

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

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about the process of replacing my lost bank passbook. My name is [Your Full Name], and my account number is [Your Account Number]. Unfortunately, I misplaced my passbook and I would like to know the steps required to obtain a replacement.

Could you please provide me with information regarding any necessary forms, identification requirements, and any fees associated with the replacement process? I appreciate your assistance in this matter.

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

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]