

**To,**

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

**Date: [DD/MM/YYYY]**

**Subject: Notification of Lost Passbook and Request for New Passbook**

Dear Sir/Madam,

I am writing to formally notify you that I have lost my passbook associated with my account number [Your Account Number]. Despite my best efforts to locate it, I have been unable to find it.

In light of this, I kindly request you to issue me a new passbook for my account at your earliest convenience. My details are as follows:

- Name: [Your Name]
- Account Number: [Your Account Number]
- Address: [Your Address]
- Contact Number: [Your Phone Number]

I appreciate your prompt attention to this matter. Please let me know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,  
[Your Name]