

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

Date: [Insert Date]

Subject: Request for Replacement of Missing Bank Passbook

Dear Sir/Madam,

I am writing to formally request the replacement of my missing bank passbook. My name is [Your Name] and I am a customer of your bank holding account number [Your Account Number].

Unfortunately, I misplaced my passbook on [Date of Loss], and after a thorough search, I have been unable to locate it. As such, I kindly request that you issue a replacement passbook at your earliest convenience to ensure I can continue to manage my account effectively.

Enclosed with this letter are copies of my identification documents for verification purposes. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Yours sincerely,  
[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]