

Request for Lost Passbook Replacement

Date: [Insert Date]

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

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

Subject: Request for Replacement of Lost Passbook

Dear Sir/Madam,

I am writing to formally request the replacement of my lost passbook for my bank account held at your branch. The details of my account are as follows:

- Account Holder's Name: [Your Name]
- Account Number: [Your Account Number]
- Branch Code: [Your Branch Code]

I lost my passbook on [Insert Date of Loss], and despite my best efforts, I have been unable to locate it. As a result, I kindly request that you issue me a new passbook at your earliest convenience.

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

Thank you.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]