

# Letter for Lost Passbook and Request for Expedited Replacement

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

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally report the loss of my passbook associated with my account number [Your Account Number]. I discovered the passbook missing on [Date of Loss], and despite my diligent search, I have been unable to locate it.

As the passbook is critical for my banking activities, I kindly request an expedited replacement. I understand the procedures involved and am willing to provide any required documentation to facilitate this process.

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

Sincerely,  
[Your Name]