

ATM Card Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

I am writing to formally request the replacement of my ATM card associated with my bank account (Account Number: [Your Account Number]) due to the closure of my account. I understand that my existing ATM card will no longer be valid, and I would appreciate your assistance in processing a replacement card.

Kindly confirm the necessary steps to initiate this process and any required documentation I may need to provide.

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

Sincerely,

[Your Name]