

ATM Card Replacement Request

Date: [Insert Date]

To,

The Customer Service Manager,
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for ATM Card Replacement

Dear Sir/Madam,

I am writing to formally request the replacement of my ATM card, which has been malfunctioning. The details of my account are as follows:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
ATM Card Number: [Last Four Digits of Card]

Unfortunately, the card has become unresponsive, and I am unable to perform any transactions. I would appreciate it if you could expedite the processing of my request to ensure minimal disruption in accessing my funds.

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

Yours sincerely,

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