

ATM Card Replacement Request

Date: [Insert Date]

To,
Customer Service Department
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Replacement ATM Card

Dear Sir/Madam,

I am writing to formally request a replacement for my ATM card which I have not yet received. My name is [Your Name], and I am a customer of [Bank Name] with account number [Your Account Number].

Despite being informed that my new ATM card was dispatched on [Dispatch Date], I have yet to receive it. I have checked with my local postal service, and there appears to be no record of delivery.

For your reference, my details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email]

I kindly request you to arrange for a replacement card at your earliest convenience. Furthermore, I would appreciate any information regarding the status of my original card.

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

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]