

ATM Card Replacement Request Due to Address Change

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

Date: [Current Date]

Subject: Request for ATM Card Replacement Due to Address Change

Dear Sir/Madam,

I am writing to request the replacement of my ATM card due to a recent change of address. My details are as follows:

Name: [Your Name]
Account Number: [Your Account Number]
Old Address: [Your Old Address]
New Address: [Your New Address]
Contact Number: [Your Contact Number]

I kindly ask you to process my request at your earliest convenience and provide me with a new ATM card reflecting my new address.

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

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