

ATM Card Replacement Request

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

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

Dear [Bank's Customer Service/Manager's Name],

I am writing to request a replacement for my ATM card, which has become damaged. My card details are as follows:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Card Number: [Last four digits of your Card Number]

The damage to my card has rendered it unusable, and I kindly request that you issue a replacement card at your earliest convenience. Please let me know if you need any further information to process this request.

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

Sincerely,
[Your Name]