

# Request for ATM Card Replacement

Date: [Insert Date]

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address]

Dear Sir/Madam,

I am writing to request the replacement of my ATM card which I lost on [Insert Date of Loss].  
My account details are as follows:

Account Holder Name: [Your Name]  
Account Number: [Your Account Number]  
Branch: [Your Branch Name]

I kindly ask you to block my lost ATM card and issue a new one at your earliest convenience. I understand that there may be a service charge applicable for the replacement card.

Thank you for your assistance in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,  
[Your Name]  
[Your Address]