

Request for ATM Card Replacement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request a replacement for my ATM card, which was stolen on [Insert Date of Theft]. I have taken immediate action to report the theft and have ensured that my account is secure.

My ATM card details are as follows:

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

Please let me know if you require any additional information or documentation to process my request. I appreciate your prompt attention to this matter and look forward to receiving my new card soon.

Thank you for your assistance.

Sincerely,

[Your Name]