

# ATM Card Replacement Request

**Date:** [Insert Date]

**To:** [Bank Name]

**Branch Address:** [Branch Address]

Dear [Bank Manager's Name],

I am writing to formally request the replacement of my ATM card due to an emergency situation. My name is [Your Full Name], and I hold an account with your bank under the account number [Your Account Number].

Unfortunately, I lost my ATM card on [Insert Date of Loss] under circumstances that necessitate immediate replacement. I have taken necessary precautions to secure my account, and I would greatly appreciate your prompt assistance in issuing a new card.

Please let me know if you require any additional documentation or identification to facilitate this request.

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

Sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email Address]