

Request for ATM Card Replacement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

Branch Manager,

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to request the replacement of my expired ATM card. My account number is [Your Account Number], and my previous ATM card number was [Previous Card Number].

As I was unable to use my expired card, I kindly ask for a new card to be issued and sent to my registered address.

Thank you for your assistance.

Sincerely,

[Your Name]