

ATM Card Replacement Request

Date: [Insert Date]

To: [Bank Name] Customer Service

Subject: Request for ATM Card Replacement

Dear [Bank Name] Customer Service,

I hope this message finds you well. I am writing to request a replacement for my ATM card with the account number [Insert Account Number]. I am currently preparing for travel and would like to ensure that I have access to my funds while abroad.

Due to [reason for replacement, e.g., loss, damage, etc.], I am unable to use my current ATM card. I kindly ask that you expedite this request to ensure I have my new card before my departure on [Insert Travel Date].

Please let me know if there are any forms or identification needed to process this request. I appreciate your prompt attention to this matter.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]