Sample

I had opened an account in your [Name of the bank] a few months back. But somehow, I did not apply for the ATM card at that time. I have been doing the withdrawal process and other transaction processes through the bank only. Henceforth, I want to use an ATM card to debit money as the same may save my time. So, kindly grant me a new ATM card as soon as possible. I would be very thankful to you for this kind act.

Thanking you

Account Details:

Name [as per bank record]: [your name]

Signature,

Date:

Account Number [concerned bank]: [account number]

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Not for commercial use

Signature:

Email: patric@gowebez.com