

To,

The Branch Manager,
[Bank Name]
[Branch Address]

Date: [Current Date]

Subject: Application for Lost Student ATM Card and Request for Replacement

Dear Sir/Madam,

I am writing to inform you that I have lost my ATM card associated with my Student Savings Account at your branch. I believe the card was lost on [Date of Loss] at [Location, if known].

My account details are as follows:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Student ID Number: [Your School/University ID]

I request you to immediately block the lost card to prevent any unauthorized transactions. Furthermore, I kindly request you to issue a new ATM card for my account.

I have attached a copy of my Student ID and my National Identity card for verification purposes. Please let me know if there are any charges or further formalities required to process this request.

Thank you for your prompt assistance.

Sincerely,

[Your Signature]
[Your Full Name]
[Your Phone Number]