

APPLICATION FOR NEW PASSBOOK TO BANK



To,

The Manager,

Bank Name,

Branch Address

Sub: Request for Issue New Passbook

Respected Sir,

I am a customer of your branch and have held a savings bank account for a long time having a bearing number [Account number]. Unfortunately, while I Returning home from the bank of my last withdrawal on [Date] my pass book was lost with my bag. Therefore, I was immediately reported to my local police station on [Report Date]. The account has a balance of Rs. [account balance] after the last withdrawal.

It is my request that you kindly issue me a duplicate/new pass book in place of the lost one. I am ready to pay from my account if the bank charges for the new passbook.

The prompt cooperation action requested in this matter is highly appreciated.

With thanks,

Yours faithfully,

Signature

Account Holder Name

YOURINFOPOINT

APPLICATION LETTER & ESSAY WRITING