

To

The Branch Manager

Paschim Banga Gramin Bank

Date:

Subject: Issuance of a New ATM Card

Dear Sir,

With due respect, I want to inform you that I am a customer of your bank with account number _____ and am facing a lot of issues since I don't have a card.

So, I request that you please issue a new ATM card in my name and have it delivered to me as soon as possible.

I will be very thankful to you.

Your faithfully

Signature

Name:

Account Number: