**Letter To The Bank For Issuance Of Duplicate Passbook**

It so often happens that you lose your passbook. For this, you must write a formal letter to the bank manager asking him to issue you a duplicate passbook so that you can manage the records of the transaction of your account with ease. Know how to write a professional letter to the bank for issuance of duplicate passbook by using the sample given below. Make the best use of the example by customizing it as per your requirement. Make sure you don’t miss on any important like the name of the account holder along with the account number etc. Browse through the template given below for your reference.

**Sample of Letter To The Bank For Issuance Of Duplicate Passbook**

From:

Anderson Thomas

52 3rd Block

Richmond Street

New York

7th, November, 2014

To,

The Manager,

National Bank,

1234 Park Avenue

New York

Subject : Regarding issuance of duplicate passbook for A/c no. 023/12345

Dear Sir,

I, Anderson Thomas, maintain a saving bank account with your bank. My Savings Account Number is 02/12345. This is to inform you that have lost my passbook somewhere and despite all my efforts I could not find it. If it is necessary to report this loss to the police in an FIR then please keep me advised and I shall do so at once.

I request you to kindly issue me a duplicate passbook for my savings account so that I can manage my account with ease. You may debit the charges for the duplicate passbook in my saving account.

Thanking you in anticipation.

Yours faithfully,

Anderson Thomas