From
То
The Branch Manager,
Description 1 Circ
Respected Sir
Sub: To issue New ATM card - regarding.
Sub. 10 issue New ATM card - regarding.
I am having SB account at your branch in Account No:
I want New ATM card for my savings account. Kindly issue new ATM card
for my account.
Thank you.
Date –
Place – Yours Truly,