

Application to Bank Manager for ATM Card Issuance by Account Holder

1. Application for ATM Card Issuance to Collect Pension by Account Holder

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

Subject: Application for ATM Card Issuance to Collect Pension by Account Holder

Respected Sir/Madam,

I, [Your Name], aged [Your Age] years, holder of bank account number [Your Account Number], opened under the pension scheme [Pension Scheme Name], am writing this application to request the issuance of an ATM card for the said account.

As I am unable to visit the bank frequently to withdraw my pension, an ATM card would greatly facilitate my pension withdrawal process and help me manage my finances without much hassle.

I kindly request you to consider my application and issue the ATM card at the earliest. I assure you that I will comply with all the necessary guidelines and terms & conditions laid down by the bank.

Please find my account and personal details mentioned below for your reference:

1. Account Holder's Name: [Your Name]
2. Account Number: [Your Account Number]
3. Pension Scheme Name: [Pension Scheme Name]
4. Date of Birth: [Your Date of Birth]
5. Address: [Your Address]

6. Contact Number: [Your Contact Number]

I would appreciate your prompt action in this regard, and I am willing to provide any additional information if required.

Thanking you,

Yours faithfully,

[Your Name]

[Your Address]

[Your Contact Number]

2. Application for Replacing Damaged ATM Card by Account Holder

To,

The Branch Manager,

[Bank Name],

[Branch Name],

[Branch Address],

Subject: Application for Replacing Damaged ATM Card

Respected Sir/Madam,

I, [Your Name], holding account number [Your Account Number] in your esteemed branch, am writing this application to bring to your notice that my ATM card linked to the above-mentioned account has been damaged. Due to the damage, I am unable to withdraw money or perform any transactions using my ATM card.

As my ATM card is essential in my day-to-day financial activities, I kindly request you to issue me a new ATM card as a replacement for the damaged one. I understand that there might be a nominal charge for this replacement, and I agree to bear the same.

Please process my request at the earliest and let me know if any additional documents or formalities need to be completed from my end. I have attached a photocopy of my Aadhar card for your reference.

Thank you for your assistance in this matter.

Yours Faithfully,

[Your Name]

[Mobile Number]

[Email ID]

3. Application for Additional ATM Card Issuance for Joint Account Holder

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

Subject: Application for Additional ATM Card Issuance for Joint Account Holder

Dear Sir/Madam,

I am writing this application to request the issuance of an additional ATM card for our joint account (Account No. XXXXXXXXXXX) held at your bank branch. I, [Your Name], and my joint account holder, [Joint Account Holder's Name], have been maintaining this account for the past [number of years/months] and we have been extremely satisfied with the services provided by your bank.

However, due to our separate work schedules and individual requirements, we are facing difficulties in managing our finances with a single ATM card. Therefore, we request you to kindly issue an additional ATM card for our joint account holder, [Joint Account Holder's Name], to help us manage our financial transactions more efficiently.

We understand that there may be charges associated with the issuance of an additional ATM card, and we are willing to pay the necessary fees for the same. Please let us know if any further documentation or action is required from our end to process this request.

We appreciate your prompt attention to this matter and look forward to your favorable response.

Thank you.

Yours faithfully,

[Your Name]

[Joint Account Holder's Name]

[Account Number]

[Mobile Number]

[Email Address]

4. Application to Request Upgrading ATM Card to Contactless by Account Holder

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

Subject: Application to Request Upgrading ATM Card to Contactless

Respected Sir/Madam,

I, [Your Name], am holding a Savings/Current account (Account Number: [Your Account Number]) with your esteemed bank since [Year of Account Opening]. I appreciate the various banking facilities and services provided by your bank which help me manage my finances efficiently.

Recently, I came to know that your bank is offering contactless ATM cards to its customers. This contactless card will provide a more convenient and secure way of making payments without having to insert the card into the machine, thereby reducing the risk of card skimming and fraud.

Considering the benefits of this advanced technology, I kindly request you to upgrade my existing ATM card to a contactless card. I am ready to bear any charges, if applicable, for the issuance of the new contactless card. Please

process my request at the earliest and inform me about any further formalities required to complete this process.

Thank you for your prompt attention to my request. I look forward to your swift response.

Yours sincerely,

[Your Name]

[Your Account Number]

[Your Mobile Number]

[Your Email Address (if any)]

[Your Address]

5. Application for Issuance of ATM Card with Personalized Design by Account Holder

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

Subject: Application for Issuance of ATM Card with Personalized Design

Respected Sir/Madam,

I, [Your Name], holding a savings account (Account Number: [Account Number]) with your esteemed bank, humbly request the issuance of an ATM card with a personalized design.

Being a loyal customer of [Bank Name] for the past [Number of Years], I have always appreciated the excellent services provided. I recently came to know about the personalized ATM card services offered by the bank, and I would like to avail of this service.

I have attached a high-resolution image of my desired design and request that the new ATM card incorporates the same. Kindly consider my application and issue the personalized ATM card at the earliest. I understand that there might be additional charges for this service, and I am willing to bear the same.

I shall be grateful for your prompt attention and action in this regard. Please let me know if any further information or documentation is required from my end.

Thanking you,

Yours faithfully,

[Your Name]

[Account Number]

[Mobile Number/Email ID]

[Date]