

# Application to Bank Manager for New Passbook

## 1. Application to Bank Manager for New Passbook Due to Damage or Wear

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

Subject: Application for New Passbook Due to Damage or Wear

Respected Sir/Madam,

I, [Your Full Name], holding a savings account with your esteemed bank, account number [Your Account Number], am writing this application to bring to your notice that my passbook has been damaged due to wear and tear.

As the passbook has been in use for quite some time, the pages have worn out, making it difficult for me to keep track of my transactions. I request you to kindly issue me a new passbook at the earliest as it is vital for maintaining a clear record of my transactions.

I have attached a photocopy of my passbook and my address proof for your reference.

I will be grateful for your prompt assistance in this matter. Kindly let me know if any additional information or documents are required to process my request.

Thanking you.

Yours faithfully,  
[Your Full Name]  
[Your Account Number]  
[Your Contact Number]  
[Date]

## **2. Application to Bank Manager for New Passbook Following a Name Change**

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

Subject: Application for New Passbook Following a Name Change

Respected Sir/Madam,

I, [Old Name], am holding a savings account in your esteemed bank with the account number [Account Number]. I recently had my name legally changed to [New Name] due to [mention reason for name change, e.g., marriage or affidavit]. In this regard, I have already submitted the necessary documents, including the name change affidavit, to update my account information in your branch.

As my name has been changed in the bank records, I would like to request you to issue a new passbook reflecting my updated name. This is to ensure that all my banking transactions and correspondence will be in line with my new legal identity. I understand that a nominal fee may be charged for this service, and I am willing to bear the cost.

Kindly process my request at the earliest and provide me with a new passbook bearing my updated name, [New Name]. I shall be extremely grateful for your assistance in this matter.

Thanking you.

Yours faithfully,  
[New Name]  
[Account Number]  
[Contact Number]  
[Email Address]

### **3. Application for Passbook Upgrade with Enhanced Security Features to Bank Manager**

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

Subject: Application for Passbook Upgrade with Enhanced Security Features

Dear Sir/Madam,

I am [Your Name], holding a savings account in your esteemed bank with Account Number: [Your Account Number]. I have been a satisfied and loyal customer of your bank for the past [Number of Years] years.

In light of the growing instances of fraud and identity theft, I request that my passbook be upgraded to include enhanced security features. These additional security measures will ensure the safety and integrity of my account, as well as protect my hard-earned money from unauthorized access.

I kindly request you to process my application at the earliest and provide me with a new passbook with the necessary security enhancements. I understand that there may be charges associated with this upgrade and I am willing to bear the same.

I appreciate your prompt attention to this matter and look forward to a secure banking experience with [Bank Name].

Thanking you,

Yours faithfully,  
[Your Name]  
[Your Contact Number]  
[Your Email Address (if any)]

## **4. Application to Bank Manager for an Additional Passbook for Joint Account Holders**

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

Subject: Application for an Additional Passbook for Joint Account Holders

Respected Sir/Madam,

We, the undersigned, hold a joint account (Account No: [Account Number]) at your esteemed bank. We would like to request an additional passbook for our joint account to facilitate better record-keeping and ease of access for both account holders.

We understand that an additional passbook may require an extra charge, and we are willing to pay any applicable fees. Kindly issue the additional passbook in the name of [Second Account Holder's Name], and please inform us of any documentation or formalities required.

We would appreciate your prompt assistance in this matter.

Thanking you,

Yours faithfully,

[First Account Holder's Name]  
[First Account Holder's Signature]

[Second Account Holder's Name]  
[Second Account Holder's Signature]

[Date]  
[Contact Details]

## **5. Application to Bank Manager for Passbook Replacement after Loss or Theft**

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

Subject: Application for Passbook Replacement after Loss or Theft

Respected Sir/Madam,

I, [Your Name], am an account holder in your esteemed branch for the past [number of years] years. My account details are as follows:

Account Name: [Your Name]  
Account Number: [Your Account Number]  
Type of Account: [Savings/Current]  
IFSC Code: [Bank's IFSC Code]

I regret to inform you that my passbook has been lost/theft on [Date of Loss]. I have exhausted all possible means of recovering the lost passbook, including retracing my steps and checking with the places I visited on the day of the loss. Despite my best efforts, the passbook remains untraceable, and I am concerned about the possibility of misuse.

In light of the above situation, I am writing this application to request the issuance of a new passbook. I understand the importance of the passbook as a record of transactions and proof of my account.

I hereby declare that if I find my old passbook, I will immediately return it to the bank and will not use it for any purpose. Kindly treat this as a matter of urgency and issue me a new passbook at the earliest.

I have attached a copy of my identity proof for your reference.

Thanking you in anticipation.

Yours faithfully,

[Your Name]

[Address]

[Contact Number]

[Date]