

First Time Application to Bank Manager for ATM Card by New Account Holder

1. Application for ATM Card Issuance to Facilitate International Travel as a New Account Holder

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

Subject: Application for ATM Card Issuance to Facilitate International Travel as a New Account Holder

Respected Sir/Madam,

I, [Your Name], recently opened an account in your esteemed bank, Account No. [Your Account Number]. I am writing this application to request the issuance of an ATM card that supports international transactions, as I will be traveling abroad for personal/business purposes.

As a new account holder, I am not yet familiar with the process of applying for such an ATM card. I kindly request you to guide me through the necessary steps and provide me with the requisite forms for the same. Furthermore, I would appreciate information on any additional charges or fees involved in using the card internationally.

I am planning to travel on [Date of Travel], and it would be of great convenience if the ATM card could be issued before that date. I completely understand the bank's procedures and time constraints, but I kindly request you to expedite the process, if possible.

Please find enclosed the documents required for the application, including a photocopy of my passport and address proof. I am ready to visit the branch to complete any additional formalities or provide further documentation if needed.

I eagerly await your prompt response and guidance in this matter. Thanking you in advance for your cooperation and assistance.

Yours faithfully,

[Your Name]

[Your Address]

[Phone Number]

[Email ID]

2. Application Requesting ATM Card with Enhanced Security Features for a New Banking Client

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

Subject: Application Requesting ATM Card with Enhanced Security Features for a New Banking Client

Respected Sir/Madam,

I, [Your Name], have recently opened a savings account (Account No: [Account Number]) in your esteemed bank. I am writing this letter to kindly request the issuance of an ATM card with enhanced security features to ensure the safety of my financial transactions.

With the growing cases of ATM frauds and cybercrimes, I believe that having an ATM card with advanced security features like a one-time password (OTP) authentication for online transactions, an EMV chip, and customizable transaction limits would provide an added layer of protection against any unauthorized access to my account.

As a new banking client, I am looking forward to a secure and hassle-free banking experience with your esteemed bank. Kindly process my request at the earliest and provide me with an ATM card equipped with the abovementioned security features. I shall be highly obliged for your prompt assistance in this matter.

Thanking you in anticipation.

Yours sincerely,
[Your Name]
[Your Address]
[Phone Number]
[Email Address]
[Date]

3. Application for Family ATM Cards for Joint Account Holders in a New Bank Account

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

Subject: Application for Family ATM Cards for Joint Account Holders in a New Bank Account

Respected Sir/Madam,

I, [Your Name], along with my family members, have recently opened a joint savings account (A/c No. [Account Number]) in your esteemed bank. We appreciate the excellent services offered by your bank and look forward to a fruitful banking relationship.

In this regard, I kindly request you to issue family ATM cards for all the joint account holders. The details of the joint account holders are as follows:

1. Name: [Family Member 1 Name], Relationship: [Relationship with you], DOB: [Date of Birth]
2. Name: [Family Member 2 Name], Relationship: [Relationship with you], DOB: [Date of Birth]
3. Name: [Family Member 3 Name], Relationship: [Relationship with you], DOB: [Date of Birth]

We understand that there may be charges associated with the issuance of the ATM cards, and we agree to bear the same. Kindly debit the said charges from our joint account.

Please process this request at the earliest and inform us when the ATM cards are ready for collection. We are available to complete any necessary formalities or provide further documentation, if required.

Thanking you in anticipation of your prompt assistance.

Yours faithfully,

[Your Name]

[Your Address]

[Your Contact Number]

Date: [Date of Application]

4. Application for a Customized ATM Card Design for Recently Opened Bank Account

To,
The Branch Manager,
[Bank Name],
[Branch Address],
[City], [Pin Code]

Subject: Application for a Customized ATM Card Design for Recently Opened Bank Account

Respected Sir/Madam,

I, [Your Full Name], have recently opened a savings account (Account Number: [Account Number]) at your esteemed branch on [Date of Account Opening]. I am writing this letter to request a customized ATM card design for my new bank account.

While opening the account, I came across the option of availing ATM cards with customized designs offered by your bank. I would like to avail this service and

request you to provide me an ATM card with a design that represents our Indian heritage, featuring monuments like the Taj Mahal or cultural patterns.

I understand that there might be additional charges for availing this facility, and I am willing to bear the same. Kindly let me know the procedure and charges for the customization, and please deduct the charges from my account.

I would also like to request you to expedite the process, if possible, as I am eager to start using the customized ATM card. Kindly acknowledge this application, and I look forward to receiving the new customized card at the earliest.

Thanking you in anticipation.

Yours sincerely,

[Your Full Name]

[Your Email Address]

[Your Mobile Number]

[Date]

5. Expedited Application for an Environmentally Friendly ATM Card for a New Sustainable Banking Customer

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

Subject: Expedited Application for an Environmentally Friendly ATM Card for a New Sustainable Banking Customer

Respected Sir/Madam,

I, [Your Full Name], have recently opened a savings account in your esteemed bank, [Bank Name], with the account number [Account Number]. I am writing this application to kindly request for an expedited issuance of an environmentally friendly ATM card for my account.

As a responsible citizen, I am committed to adopting sustainable practices in my day-to-day life. I understand that our bank is actively promoting green initiatives and offering eco-friendly banking solutions to its customers. In this regard, I wish to do my part by opting for an environmentally friendly ATM card, which will not only contribute to a greener environment but also inspire others around me to choose sustainable options.

Considering my urgent requirements, I kindly request you to expedite the process of issuing the environmentally friendly ATM card for my account. I assure you that I will abide by all the terms and conditions associated with the usage of this card.

I am enclosing the necessary documents, including my account opening form, a copy of my Aadhar card, and a passport-sized photograph, for your reference.

I sincerely hope that my request will be given due consideration and the environmentally friendly ATM card will be issued to me at the earliest.

Thanking you in advance.

Yours faithfully,

[Your Full Name]

[Contact Number]

[Email Address]

[Date]