Subject: Request for issuance of new passbook

Body:

Sir/ Madam,

With due respect, I am [Name], a [type of account] holder in your bank, I am writing this letter to request you for issuance of new passbook bearing account no. [account number].

Respectfully, I would like to state that I have not been issued a passbook and I require a bank passbook for [purpose of passbook].  I request you to kindly issue a new passbook dated from [Date] till [Date].

I request you to kindly issue the same at the earliest. I shall be highly thankful for your kind support.

Thank you.

[Your Signature]