Subject: Request for renewal of ATM card

Courteously, I am [your name] and I do hold a [type of bank account] account in your branch and I have been issued with an ATM card linked to my bank account bearing account number [bank account number].

I am writing this letter to state that my atm card is about to expire /already expired on [expiry date]. In this regard, I would like to request you to kindly issue the renewed card so that my bank transactions won’t get affected.

As per the requirements, please find the required documents along with the application.

Thank you.

[Your Signature]