Dear \_\_\_\_\_\_\_\_\_\_(Name of representative),

This is to bring to your kind attention that I am account holder in your prestigious bank. My account no. is \_\_\_\_\_\_\_\_\_\_\_\_\_\_(Account No.). I am totally satisfied with the services provided by your bank. Your employees are very much customer oriented.

I would require a new \_\_\_\_\_\_\_(Credit/Debit Card/Passbook) on an urgent basis to do my transactions. I would be very grateful to you if you could do the needful on an urgent basis and issue me a\_\_\_\_\_\_\_(Credit/Debit Card/Passbook).

Your active action in this regard will be highly appreciated.

Thanking you