To  
The Bank Manager,  
Bank of India,  
  
Sir,  
  
Subject: Request to unblock my ATM Card  
  
My ATM card bearing no. 606989754492170 has been blocked automatically on \_\_\_\_\_\_\_\_\_\_\_\_\_ (write date and time since your ATM is blocked). That ATM card is associated with my account number 86351011018 which is a Saving, Current A/c in your branch.  
So please take this matter into your concern and do the needful as soon as possible. I shall be highly obliged to you.  
  
Yours Sincerely,  
Name: Annam Sravani  
Account Number: 86351011018  
Contact Number: