

IMPORTANT TERMS RELATED TO BANKING	
Account Number	Customer ID / CIF Number
IFSC (Indian Financial System Code)	Base Branch / Home Branch
Savings Account/ Fixed Deposit/ BSBD (Zero Balance)	Bank Statement
Passbook	KYC (Know Your Customer)
Stop Payment	Auto-Debit / ECS / NACH
Cheque Book	Debit Card Hotlisting / Blocking
Debit Card Hotlisting / Blocking	Net Banking / Mobile Banking
Unauthorized / Fraudulent Transaction	Transfer of Account

Write a formal letter to the Branch Manager of State Bank of India (SBI), Lenin Street Branch, requesting the issuance of a new ATM/Debit card. State clearly that the card you previously applied for has not reached you despite the passage of the standard delivery period. (Word count: 120–150 words)

12, Park Street, Flat No. 4B
Kolkata, West Bengal – 700016

1st October 2026

The Branch Manager
State Bank of India
Lenin Street Branch, Park Street
Kolkata, West Bengal – 700016

Subject: Request for issuance of a new Debit/ATM card for A/c No. 38472910452

Sir/Madam,

I am an account holder maintaining a Savings Account at your Home Branch under **Account Number 38472910452** (CIF No. 892019482, IFSC: SBIN0000001).

I am writing to bring to your notice that I submitted an application for the issuance of a new Debit Card on 1st September 2026. However, despite the completion of the standard dispatch period, the card has not yet reached my registered correspondence address. Upon checking the tracking details, it appears that the shipment has either been delayed or lost in transit.

Therefore, I kindly request you to trace the status of the undelivered card, hotlist/block it if necessary to prevent any potential unauthorized transaction, and re-issue a new Debit Card to my address at the earliest. For your reference and verification, I have enclosed a copy of my Bank Passbook front page and a copy of my Aadhaar Card as KYC proof with this letter.

Thank you.

Yours faithfully,

A handwritten signature in blue ink that reads "Rohan Sharma". The signature is written in a cursive style and is placed over a light blue rectangular background.

Rohan Sharma