Date

To

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Manager,

I have a savings account in your bank since last three months. During account opening, I mentioned that I need my ATM urgently as I have to do daily transactions from my account and taking out money from the ATM is easy. I was provided with my cheque book, but I still did not receive my ATM card and I was told I will receive in a weeks’ time. After two weeks, I placed a complaint and expressed my urgency for the ATM card. I was told that something was wrong with the bank’s system and I must fill my ATM form again.

It has been months since I have been visiting the bank and inquiring this matter. I am a very busy person and a full-time employee too. I cannot visit the bank every other day and keep on filing new complaints or following up with the previous ones. Please look into this matter at your earliest and arrange my ATM card. I have mentioned my account details below and will be looking forward to hearing from you soon.

Account title:  
Account number:  
Account type:  
  
With regards,

Your Name

Street Address City, ST ZIP Code | Phone | Email