

To
The Head of Agent Banking Division ,
Bank Asia Ltd. Bengal Center (3rd Floor),
28 Topkhana Road. Dhaka-1000.

Subject: Request for block the ATM (Debit) Card.

Sir,

This is to inform you that I am Mr/ Md. **XXXX** an A/C holder of **XXXXXX** agent point. my A/C number is 108**XXXX** Unfortunately I have lost my ATM card(Debit). So, the ATM card needs to block. So please block that card.

Please take necessary steps regarding this and oblige thereby.

Sincerely Yours,

Customer's Name:

Account number:

Customer's Signature

Date:

Acknowledged By Agent

Name:

Outlet :

Signature:

Date:

Phone:

Approved By:

Assistant Relationship Officer

Name:

Signature

Date:

Phone: