

June 26, 2024

The Branch Manager  
[Bank Name]  
[Branch Address]  
[City, State, ZIP Code]

Dear Sir/Madam,

**Subject: Explanation Letter for Bank Account Loss**

I am writing to inform you about the unfortunate loss of my bank account documents and request your kind assistance regarding the same.

My details are as follows:

Name: [Your Name]

Account Number: [Your Account Number]

The loss occurred on [Date of Loss]. I noticed that my bank passbook/checkbook/debit card related to the above-mentioned account is missing, and despite thorough searching, I have been unable to locate it.

The loss happened at/in [Mention location or circumstance, e.g., while traveling, at home, etc.]. The incident has been reported to the local police station, and a copy of the FIR is attached herewith for your reference.

I kindly request you to block the lost items, issue replacements, and take necessary action to secure my account. Kindly inform me if any further documentation or formalities are required from my side.

Thank you for your prompt support.

Yours faithfully,

[Your Name]  
[Your Contact Number]  
[Your Address]

**Important Notes:**

- Mention accurate account details for identification.
- If an FIR is filed, attach a copy with the letter.
- State the circumstances of the loss clearly and honestly.
- Keep a photocopy of the application for your own records.
- Follow up with the bank branch for timely resolution.