

Letter of Credit Card Cancellation Due to Loss

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request the cancellation of my credit card due to its loss. The details of the card are as follows:

- Cardholder Name: [Your Name]
- Credit Card Number: [Last Four Digits]
- Date of Loss: [Insert Date of Loss]

I have taken appropriate measures to report the loss and protect my account. Please confirm the cancellation of the card and notify me of any further actions I need to take.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]