

# **Request for Assistance in Resetting Credit Card PIN**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Bank/Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request assistance in resetting my credit card PIN for my account associated with the card number ending in [last four digits of card number]. Unfortunately, I have forgotten my current PIN and am unable to access my account without it.

To ensure the security of my account, I would appreciate your guidance on the necessary steps I need to take to reset my PIN. If required, I am more than willing to provide any additional information or verification needed to facilitate this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]