

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

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

Subject: Request for Immediate Credit Card PIN Reset

Dear Sir/Madam,

I am writing to request an immediate reset of my credit card PIN for my account with [Bank Name]. My credit card number is [Last Four Digits of Card Number]. I am unable to access my current PIN due to [brief reason, e.g., forgetting it, suspected theft].

For security purposes, I would appreciate a prompt response to this request and guidance on how to proceed with resetting my PIN. If any additional verification is needed, please let me know.

Thank you for your assistance.

Sincerely,
[Your Name]