

# Urgent Action Required: Lost Credit Card

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to report my credit card as lost. The card was last seen on [insert last known date of possession], and I noticed it missing on [insert date]. I have not authorized any transactions since its disappearance.

For your reference, my credit card details are as follows:

- Cardholder Name: [Your Name]
- Last Four Digits of Card: [Last Four Digits]
- Card Type: [Visa/MasterCard/etc.]

Please take immediate action to block my card and prevent unauthorized use. I would also like to request a replacement card to be issued to my address listed above.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]