

Lost Credit Card Declaration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

Subject: Declaration of Lost Credit Card

Dear [Financial Institution Representative's Name],

I am writing to formally declare that my credit card with the account number [last four digits of the card number] has been lost. I discovered it was missing on [date you realized the card was lost]. Despite my thorough search, I have been unable to locate it.

Please consider this letter as my official request to block the card to prevent any unauthorized transactions. I would appreciate your assistance in issuing a replacement card.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]