

# Lost Credit Card Notification

Date: [Insert Date]

To,  
Customer Service Department,  
[Bank Name],  
[Bank Address],  
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to inform you that I have lost my credit card (Card Number: [last four digits]). I noticed that it was missing on [date you noticed it was missing]. I have taken all necessary precautions and have already attempted to search for it but unfortunately, I was unable to locate it.

For security purposes, I request that you please block my card immediately to prevent any unauthorized transactions. Additionally, I would like to request a replacement card be issued to me at your earliest convenience.

My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]

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

Sincerely,  
[Your Name]