

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to inform you that I have misplaced my credit card associated with my account number [Account Number]. Despite searching thoroughly, I have been unable to locate it.

To ensure the security of my account, I would like to request that the card be blocked immediately. Additionally, I would appreciate information on how to obtain 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] if you need any further information.

Sincerely,

[Your Name]