

Report of Missing Credit Card

Date: [Insert Date]

To: [Bank Name]

Address: [Bank Address]

Dear [Customer Service Department/Specific Name],

I am writing to formally report the loss of my credit card, which was issued by your bank. The details of the card are as follows:

- Cardholder Name: [Your Name]
- Card Number: [Last Four Digits of Card]
- Expiration Date: [MM/YY]

I discovered that my card was missing on [Date You Noticed], and I have taken steps to search for it but have been unable to locate it. I request that you cancel the card to prevent any unauthorized transactions.

Please let me know if you require any further information from my side, and kindly confirm the cancellation of my card at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]