

Request for Replacement Credit Card

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request a replacement for my lost credit card. My name is [Your Name], and I am a customer with account number [Your Account Number]. I discovered that my card was missing on [Date Card Was Lost], and I have taken all necessary precautions to report it lost.

Please process my request for a replacement card at your earliest convenience. I appreciate your assistance in this matter.

Thank you for your help.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]