

# Inquiry Regarding Stolen Card Liability

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about the liability policies for a stolen card account under [Your Account Number]. On [Date of Theft], my card was stolen and I reported it immediately to your customer service.

Could you please provide clarity on the following:

- What steps are required from my end to ensure I am protected from unauthorized charges?
- How long does it typically take to resolve such issues and restore my account?
- What documentation will I need to submit to facilitate this process?

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]