

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request assistance with my credit card verification code. I have been unable to retrieve it through the usual channels and require your support to access my account securely.

The details of my credit card are as follows:

Cardholder Name: [Your Name]

Card Number: **** * [last four digits]

Expiration Date: [MM/YY]

I appreciate your prompt attention to this matter, as it is crucial for my ongoing transactions. Please let me know if you require any further information to assist me.

Thank you for your help.

Sincerely,
[Your Name]