

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

Customer Service

First National Bank

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

Subject: Reporting Lost Credit Card

Dear Customer Service,

I am writing to formally report the loss of my credit card associated with my account. The details of my account are as follows:

- Name: [Your Name]
- Account Number: [Your Account Number]
- Card Number (last four digits): [XXXX]

I last had my card on [date you last used the card], and I discovered it was missing on [date you noticed it was lost]. I have already taken precautions such as checking my account statements for any unauthorized transactions.

Please block my card immediately to prevent any fraudulent activity. I would also appreciate it if you could issue a replacement card and provide information on the next steps I should take.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]