

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an issue I have encountered with my PVC card [provide specific details about the card, e.g., membership card, ID card, etc.].

[Describe the issue briefly, e.g., the card is damaged, not functioning, etc. Be specific about what the problem is and include any relevant account or reference numbers.]

I would appreciate your assistance in resolving this matter at your earliest convenience. If necessary, I can provide additional documentation or details to facilitate the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]