

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

Customer Service

VW Credit Card

[Credit Card Company Address]

[City, State, ZIP Code]

Subject: Report of Lost VW Credit Card

Dear Customer Service,

I am writing to formally report that I have lost my VW credit card. The details of my account are as follows:

- Name on the Card: [Your Name]
- Account Number: [Last four digits of your account number]
- Date of Loss: [Date you lost the card]

I kindly request that you block my lost card to prevent any unauthorized transactions and issue a replacement card at your earliest convenience.

If you require any further information to assist with this matter, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]