

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

Customer Service
Vystar Credit Union
[Branch Address]

[City, State, Zip Code]

Subject: Request for ATM Card Replacement

Dear Vystar Customer Service,

I hope this letter finds you well. I am writing to request a replacement for my ATM card associated with my account [Your Account Number].

Unfortunately, my card has [briefly explain the reason, e.g., been lost, stolen, or damaged].

To ensure that my banking needs are met without interruption, I kindly ask for the processing of a new card at your earliest convenience.

Please let me know if you require any further information or documentation to assist with this request.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]