

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

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

Subject: Declaration of ATM Card Theft

Dear [Bank Manager's Name],

I am writing to formally report the theft of my ATM card and to request your immediate assistance in blocking the card to prevent any unauthorized transactions.

Details of the incident are as follows:

- Cardholder Name: [Your Name]
- Account Number: [Your Account Number]
- ATM Card Number: [Your ATM Card Number]
- Date of Theft: [Date of Theft]
- Location of Theft: [Location of Incident]

I noticed the card was missing on [Date] and realized it might have been stolen after checking my account activity. I have not authorized any transactions since that date, and I request you to freeze my account to secure my funds until further notice.

Please let me know if you require any further information or documentation to facilitate this process. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]