

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

Customer Service

[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Subject: Complaint Regarding Lost ATM Card

Dear Customer Service,

I am writing to formally report a lost ATM card associated with my bank account. The details of my account are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- ATM Card Number: [Last Four Digits of Your ATM Card]

I discovered the loss on [Date of Loss] and have taken immediate steps to ensure the security of my account, including [mention any actions taken, such as reporting the loss via phone, blocking the card online, etc.].

I request that you block my card to prevent any unauthorized access and to issue a replacement ATM card at the earliest possible convenience.

Please confirm the receipt of this letter and provide me with any necessary information regarding the next steps. I appreciate your prompt attention to this matter.

Sincerely,
[Your Name]