

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

Subject: Reporting ATM Card Theft

Dear [Bank's Customer Service/Manager's Name],

I am writing to formally report the theft of my ATM card, which occurred on [Date of Theft]. My ATM card number is [Last four digits of your card number].

I noticed the card was missing on [Date you realized it was missing], and I believe it was stolen while I was [briefly explain how you believe it happened, if applicable, e.g., at a particular location].

I request that you take immediate action to block my card and investigate any unauthorized transactions that may have occurred. Please let me know the next steps I need to follow to secure my account and request a replacement card.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]