

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

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

**Subject: Notification of Stolen ATM Card**

To the Fraud Department,

I am writing to formally notify you that my ATM/Debit card has been stolen. I discovered the card was missing on [Date] at approximately [Time].

The details of my account are as follows:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Card Number (if known):** [Last 4 digits of Card]

I have already contacted your customer service department by phone on [Date] at [Time] to request an immediate freeze on the card. Please ensure that the card is deactivated to prevent any further unauthorized transactions.

I [have/have not] identified unauthorized transactions on my statement. (If yes, list them here: [Date, Amount, Merchant]). I request that you investigate these charges and credit the funds back to my account.

Please issue a replacement card with a new PIN to my registered address. I also request a written confirmation that this notification has been received and processed.

Sincerely,

[Your Signature]

[Your Printed Name]