

[Your Name]
[Title/Position]
[Business Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Bank/Credit Card Issuer Name]
[Fraud Department Address]
[City, State, Zip Code]

RE: Notification of Stolen Business Credit Card

To Whom It May Concern,

I am writing to formally notify you that the business credit card associated with the account listed below has been stolen.

Account Details:

Business Name on Account: [Business Name]
Account Number: [Full Account Number or Last 4 Digits]
Cardholder Name: [Name on Card]

The card was discovered missing/stolen on [Date] at approximately [Time]. I have already reported this via telephone to [Representative Name, if known] on [Date of Phone Call], but I am sending this written notice to confirm the report.

At this time, I [have/have not] identified unauthorized transactions. (If yes, list them here: [Date, Merchant, Amount]).

Please take the following actions immediately:

1. Permanently block the stolen card.
2. Issue a replacement card with a new account number to the business address on file.
3. Initiate a fraud investigation for any unauthorized charges.

Please send written confirmation that the card has been cancelled and that the business is not liable for the fraudulent charges.

Sincerely,

[Signature]

[Printed Name]