

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

[Date]

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

Subject: Official Notification of Stolen Credit Card

To Whom It May Concern,

I am writing to formally notify you that my credit card has been stolen. I request that you immediately cancel this card and issue a replacement with a new account number.

The details of the account are as follows:

- **Cardholder Name:** [Your Name as it appears on card]
- **Account Number:** [Last 4 digits of the card number]
- **Date of Theft:** [Date]
- **Location of Theft:** [City/State or specific location if known]

I have already reported this incident via telephone to your customer service department on [Date] at [Time], and I spoke with a representative named [Representative Name, if known].

Please review my recent transactions. I do not authorize any charges made after [Time/Date of theft]. Specifically, I wish to dispute the following unauthorized charges:

- [Transaction Date], [Merchant Name], [Amount]
- [Transaction Date], [Merchant Name], [Amount]

Please send me a written confirmation that this card has been canceled, the unauthorized charges are being investigated, and that I will not be held liable for these fraudulent transactions.

Thank you for your prompt attention to this security matter.

Sincerely,

[Your Signature]

[Your Printed Name]