

[Your Name]
[Joint Account Holder's Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

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

Subject: Notification of Stolen Debit Card for Joint Account [Account Number]

Dear Customer Service Department,

I am writing to formally notify you that the debit card associated with the joint checking account held by [Your Name] and [Joint Account Holder's Name] has been stolen.

The details of the missing card are as follows:

- **Account Number:** [Enter Account Number]
- **Name on Stolen Card:** [Enter Name Printed on Card]
- **Date/Time Noticed Missing:** [Enter Date and Time]
- **Location of Theft (if known):** [Enter Location]

I have already reported this via your telephone customer service line on [Date] at [Time] and spoke with [Representative Name, if known]. As requested during that call, please immediately cancel this card and prevent any further transactions from being processed.

Please issue a replacement card with a new card number and a new PIN to our registered mailing address. We would also like to request a review of the most recent transactions to ensure no unauthorized charges have occurred.

Please provide written confirmation once the card has been deactivated and the new card has been dispatched.

Sincerely,

[Your Signature]

[Your Printed Name]