

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Manager's Name]
[Bank Name]
[Branch Address]

Subject: Request to Freeze Account Due to Lost Bank Card

Dear Sir/Madam,

I am writing to formally request an immediate freeze on my bank account. I have lost my [Debit/Credit] card associated with this account and wish to prevent any unauthorized transactions.

My account details are as follows:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Card Number (if known): [Last 4 digits of the card]
- Date/Time Card was Lost: [Approximate Date and Time]

I have already reported the loss via your customer service helpline on [Date], but I am sending this letter as a formal written record of my request. Please disable all electronic transactions, ATM withdrawals, and point-of-sale purchases immediately.

Additionally, I would like to request the issuance of a replacement card to be sent to my registered address. Please let me know if there are any forms I need to sign or fees associated with this request.

Please confirm in writing once the account has been successfully frozen.

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]