

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Date]

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

Subject: Notification of Lost Debit Card

Dear Customer Service Department,

I am writing to formally notify you that my debit card has been lost. I noticed the card was missing on [Date] at approximately [Time].

My account details are as follows:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Last four digits of the lost card: [Card Digits, if known]

I have already contacted the bank via telephone on [Date] to request an immediate freeze on the card. Please confirm that the card has been deactivated to prevent any unauthorized transactions.

I would also like to request a replacement card be issued and mailed to my address on file. Please let me know if there are any forms I need to complete or if any fees apply for the replacement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]