

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

[Date]

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

RE: Request for Expedited Business Debit Card Replacement
Account Number: [Your Business Account Number]
Cardholder Name: [Name on Card]

To Whom It May Concern,

I am writing to formally request a replacement for the business debit card associated with the above-mentioned account. The current card has been [lost / stolen / damaged / compromised].

Please cancel the existing card immediately to prevent unauthorized transactions. I request that the replacement card be issued and sent via expedited shipping to my business address on file. I understand and agree to any applicable rush delivery fees associated with this request.

If you require further verification or information, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt assistance in this matter.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title/Position]