

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

[Date]

[Bank Name]
[Bank Department - e.g., Card Services]
[Bank Address]
[Bank City, State, Zip Code]

RE: Request for Expedited Replacement of Damaged Debit Card

Account Number: [Your Account Number]

Debit Card Number: [Last 4 Digits of Damaged Card]

To Whom It May Concern,

I am writing to formally request a replacement for my current debit card, which has been damaged and is no longer functioning correctly. Specifically, the [magnetic stripe/chip] is unreadable.

I still have the damaged card in my physical possession. It has not been lost or stolen, and I have not authorized any suspicious transactions.

Because I rely on this card for my daily expenses, I request that the replacement card be sent via expedited shipping. I understand that an overnight or rush delivery fee may apply, and I authorize you to deduct this fee from my account.

Please send the new card to my address on file. If you need any further information to process this request, please contact me immediately at [Your Phone Number].

Thank you for your prompt assistance.

Sincerely,

[Your Signature]

[Your Printed Name]