

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

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

Subject: Request for Expedited Replacement of Lost Debit Card

Dear Customer Service,

I am writing to formally report that my debit card is lost. Please find the account details below:

- Account Holder Name: [Full Name]
- Account Number: [Account Number]
- Last Four Digits of Lost Card: [XXXX] (if known)

I have already deactivated the card via [mobile app/phone] on [Date] at [Time]. I request an expedited replacement card to be sent to my mailing address on file.

I understand that an expedited shipping fee of \$[Amount] may apply and I authorize this charge to my account. Please provide a tracking number for the shipment once the new card has been dispatched.

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]