

Date: [Insert Date]

To:

[Financial Institution Name]

[Fraud Department Address]

[City, State, Zip Code]

Subject: Formal Notice of Stolen Card and Request for Fraud Investigation

Dear Fraud Investigation Department,

I am writing to formally notify you that my [Credit/Debit] card was stolen on [Date of Theft]. I am requesting a formal investigation into unauthorized transactions made using this account.

Account Information:

Account Holder Name: [Your Full Name]

Card Number (Last 4 Digits): [Last 4 Digits]

Account Number: [Full Account Number]

Disputed Transactions:

The following transactions were not authorized by me:

- [Date]: [Merchant Name] - \$[Amount]
- [Date]: [Merchant Name] - \$[Amount]
- [Date]: [Merchant Name] - \$[Amount]

I first became aware of the theft on [Date/Time] and reported the card as missing via [Phone/App] on [Date/Time]. I have also filed a police report regarding the theft (Report Number: [Insert Number, if applicable]).

Please investigate these charges and credit the disputed amounts back to my account. I request that you provide a written confirmation once the investigation has been initiated and inform me of the expected timeline for a resolution.

Thank you for your prompt attention to this security matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]