

Lost ATM Card Replacement

Subject: Urgent - ATM Card Replacement Request

Dear Sir/Madam,

I am writing to report the loss of my ATM card and request an immediate replacement. My card number ends with XXXX and is linked to account number XXXXXXXXXXXXX.

I discovered the card was missing on [Date] and immediately called your customer service to block the card. Reference number for the blocking request is [Reference Number].

This situation is causing significant inconvenience as I rely heavily on the ATM card for daily transactions. I would greatly appreciate if you could expedite the replacement process.

Please let me know when the new card will be ready for collection and if there are any charges involved.

Thank you for your understanding and swift action.

Desperately yours,

[Your Name]

[Account Number]

[Contact Information]

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