

## SAMPLE LOST CREDIT CARD NOTICE

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[*Your Name*]

[*Address*]

Date: [*date*]

To: [*name of credit company*]

[*address*]

[*city, state, zip*]

Attention: [*name if known*]

Dear [*Mr./Mrs. Smith, e.g.*],

This letter is to inform you that the credit card issued to me by your company, [*credit card number*], expiration date [*expiration date*], has been lost or stolen. I hereby request that you stop issuance of further credit against this card until notified otherwise by me.

Please notify me of any charges charged against this card after [*month, day and year card was stolen or lost*], the date the card was lost or stolen and subsequent charges were unauthorized. I also authorize you to issue a replacement for my card.

Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
Signature

address block

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_