

Letter to Confirm the Cancellation of a Lost Credit Card

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I contacted you yesterday via a phone call to inform you about my lost credit card. I was told to write a confirmation letter for cancellation so it could be cancelled. The last time when I used my card, I was at [enter place]. An amount of [enter amount] was charged for the purchase that I made there. I was hoping to find my card somewhere within the house but it is nowhere, so, I am now writing this confirmation letter to you to please cancel my credit card in order to bar its use any further. I would be highly grateful if you guide me regarding the issuance of a new card and the charges that it will take. Thank you!

[You're Name]

[Senders Title] -Optional-