

Lost Credit Card Confirmation Letter

This package contains:

1. Instructions & Checklist for Lost Credit Card Confirmation Letter
2. Lost Credit Card Confirmation Letter

Instructions & Checklist for Lost Credit Card Confirmation Letter

- This package contains (1) Instructions & Checklist for Lost Credit Card Confirmation Letter; and (2) Lost Credit Card Confirmation Letter;

- This form is designed to assist you in drafting a letter to a credit card company, confirming that a credit card was lost and asking for cancellation of the card and a copy of the statement.

- Since it is impossible to create sample letters that suit every particular situation, we tried to make these samples more universal. Feel free to change wording and to add or delete text to tailor it to your particular circumstances.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

May 31, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

This letter confirms that my [Type of Credit Card] credit card, number [Credit Card Number] expiring on [Expiration Date] was lost on or about [Date]. Please immediately cancel this card and issue a new one.

I would also like to request a copy of a statement with the current charges, so that I can determine if there are any unauthorized charges on my account.

Thanks in advance. Please do not hesitate to contact us if you have any questions.

Sincerely,

[Your Name]
[Title if any or delete if none]