

Loss Memo for Stolen Credit Card Usage

Date: _____

To: The Branch Manager,

Bank,

Branch

Subject: Reporting Stolen Credit Card and Unauthorized Usage

Respected Sir/Madam,

I, _____, holding a credit card with number ending _____, regret to inform you that my credit card was stolen on _____. I have discovered unauthorized transactions amounting to Rs. _____ on my account, which I did not perform or authorize.

The details of the incident are as follows:

Date & Time of Theft/Incident: _____

Place of Incident: _____

Date & Time Unknown Transactions Were Noticed: _____

I request the bank to kindly block my credit card immediately, investigate the matter, and take necessary actions to reverse the unauthorized transactions.

I have already reported the incident to the local police station (FIR/Complaint No: _____) and a copy of the report is attached herewith.

Yours faithfully,

Name: _____
Account No.: _____
Contact No.: _____
Email: _____

Important Notes:

- Report lost or stolen credit card to your bank immediately to limit your liability.
- This document should be accompanied by a copy of the police report (FIR/Complaint).
- Retain a copy of this memo and all correspondence for your records.
- Update your contact details if changed, to ensure fast communication.
- The bank may require further verification or investigation before reversal of charges.