Subject : Request for credit card statement

Body:

Respected Sir/Madam,

This is to inform you that I [Name] having a [name of credit card] credit card with your bank has lost the credit card bearing number [credit card number].

I request you to kindly deactivate the card and issue a statement of my credit card for the month of [month]. Following are the details of my current credit card.

Name Of Credit Card: [name of credit card]

Name as on Credit Card: [name as on credit card]

Credit card number: [credit card number]

Contact Number: [contact number]

As per requirement, please find the required documents attached along with this application.

Thank you.

[Your Signature]