SAMPLE LETTER FOR ATM CARD FRAUD

Open this letter in Adobe Acrobat Reader then press the "tab" key to advance to each field.
Fill in the required information and then print the letter. The gray boxes, like this one, will not print.
Begin by pressing the "tab" key.

This letter is to...

Bank Name TO: _____

Address Line 1: _____

Address Line 2: _____

City, State Zip _____

To whom it may concern,

This letter is to alert you that my ATM / Debit card is lost / stolen.

My account number is _____

My situation falls into one of the following circumstances:

Place an "X" in whichever box you feel best describes your situation - either in type or by hand.

_____ Because of this initial report to you, I understand that if my card has been used, I will not be held responsible for any withdrawals made without my permission.

_____ My card has been used without my permission before this notice to you, but I reported the loss within two business days after I became aware that my card was lost / stolen. So, I will not be responsible for more than $50 of any and all unauthorized use.

_____ My card has been used without my permission before my notice to you. I did not report the loss within two business days after I became aware that my card was lost / stolen. However, I did report the loss within 60 days after my statement was mailed to me. So, I will not be responsible for more than $500 of any unauthorized transfer / withdrawal.

Here is what I know, if anything, about improper or unauthorized loss and a list of the uses I think are improper or unauthorized:

(Also, include any information you think might be important in the box on the right -->).

Sincerely,

sign here and date after printing (Month/Day/Year)

_____

Signature Date

Your Name FROM: _____

Your Street Address _____

Your Street Address _____

Your City, State ZIP _____