

INSTRUCTIONS: USE THIS LETTER TEMPLATE TO ADVISE THE DEBITING INSTITUTION OF YOUR NEW CARD ACCOUNT NUMBER FOR REGULAR PAYMENTS. SIMPLY FILL IN THE SECTIONS IN RED.

[insert your name]
[insert your address]

[insert debiting organisation name]
[insert debiting organisation department]
[insert debiting organisation address]

[insert current date]

Dear Sir/Madam,

Change of credit card information for [insert your name and customer reference/policy number]

I/We have changed the credit card account from which my/our regular payment is deducted. With immediate effect, please amend your records to make sure all future payments are deducted from my/our new credit card account.

My/Our current credit card account details:

Financial institution: [insert current financial institution name]
Account Name: [insert account name]
Credit card number: XXXX-XXXX-XXXX-XXXX
Expiry date: MM/YYYY

My/Our new credit card account details are:

Financial institution: [insert new financial institution name]
Account Name: [insert account name]
Credit card number: XXXX-XXXX-XXXX-XXXX
Expiry date: MM/YYYY

I/We confirm that I/we am/are authorised to operate the account represented by the credit card number and expiry date shown immediately above (My/Our new credit card account details).

If you have any questions, please contact me on [insert phone number].

Thank you for your assistance.

Yours sincerely,

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[insert your name and sign above]

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