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,

………………………………………………………… ……………………………………………………  
[insert your name and sign above]