

Dear Sir/Madam,

## **Change of card account details for**

I/We have changed the 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 card account.

### **My/Our current card account details**

Financial institution:

Account name:

Card number:

Expiry date:

### **My/Our new card account details**

Financial institution:

Account name:

Card number:

Expiry date:

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

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

Thank you for your assistance

Yours sincerely