

[insert your name]  
[insert your address]

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

[insert current date here]

Dear Sir/Madam

**Change of card account details for [insert your name and customer reference/policy number]**

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: [insert current financial institution name]  
Account name: [insert account name]  
Card number: XXXX XXXX XXXX XXXX  
Expiry date: MM/YYYY

**My/Our new card account details**

Financial institution: [insert current financial institution name]  
Account name: [insert account name]  
Card number: XXXX XXXX XXXX XXXX  
Expiry date: MM/YYYY

I/We confirm that I/we am/are authorized 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

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[insert your name and sign]