

[Insert your name]

[Insert your address]

.....

.....
[Insert debiting organisation 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:

Expiry date:/...../.....

My/Our new card account details

Financial Institution: [Insert new financial institution name]

Account name: [Insert 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

.....
[Insert your name and sign above]