

[LETTER TO BE SENT DIRECTLY TO MERCHANT]

[insert your name]
[insert your address]
[.....]

[insert debiting organisation & department]
[insert debiting organisation address]
[.....]

[insert current date here]

Dear Sir/Madam

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

Please note that I have changed the card from which my regular payment is deducted. From xxx date, please deduct all future regular payments from the new card details provided below.

Current card details

Financial institution: [insert current financial institution name]
Card name: [insert name on card]
Card number: [XXXX-XXXX-XXXX-XXXX]
Expiry date: MM/YY

New card details

Financial institution: [insert new financial institution name]
Card name: [insert name on card]
Card number: [XXXX-XXXX-XXXX-XXXX]
Expiry date: MM/YY

I confirm that I am the cardholder to whom the new card has been issued and authorised to make the payment request set out in this letter.

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]