[insert your name]

[insert your address]

[insert debiting organisation name & department]

[insert debiting organisation address]

[insert current date]

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 financial institution]
Account name:	[insert account name]
Card number:	[insert card number]
Expiry date:	[insert expiry date]

My/Our new card account details

Financial institution:	[insert financial institution]
Account name:	[insert account name]
Card number:	[insert card number]
Expiry date:	[insert name]

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 no.].

Thank you for your assistance

Yours sincerely

[insert name]

[insert name]