Your full name

Line 1 address

Suburb/City State Postcode

Contact Phone Number

Recipient organisation name  
Address  
Suburb State Postcode

(Insert date) \_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir/Madam,

**Re: Change of credit card/ direct debit information for (insert your full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, customer reference number (insert your customer reference number)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

I would like to change the credit card account details from which my direct debits are currently deducted. Effective immediately, please amend your records to make sure all future payments are debited using these new credit card account details.

**PREVIOUS credit card**

|  |  |
| --- | --- |
| Financial institution: |  |
| Cardholder name: |  |
| Card type (Visa, Mastercard, AMEX, Diners): |  |
| Card number: |  |
| Expiry date: |  |

**NEW Defence Bank credit card**

|  |  |
| --- | --- |
| Cardholder name: |  |
| Card type: | Visa |
| Card number: |  |
| Expiry date: |  |

Please update your records to reflect this change as soon as possible. Should you have any questions, please contact me on (insert your contact phone number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for your assistance.

Yours sincerely,

............................................................

(Insert your full name)

The above information has been checked and is believed to be correct.