Your full name

Line 1 address

Suburb/City State Postcode

Contact phone number

Recipient organisation name

Line 1 address

Suburb/City State Postcode

dd/mm/yyyy

Dear Sir/Madam,

**Re: Change of recurring payment information for Full name, customer reference number** Your customer reference number

I wish to change the credit card account details from which my recurring payments are deducted. With immediate effect, please amend your records to make sure all future payments are debited using these new credit card account details.

**PREVIOUS credit card**

|  |  |
| --- | --- |
| Financial institution: | Previous bank |
| Cardholder name: | Cardholder name |
| Card type: | Card type e.g. Visa, MasterCard, Amex |
| Card number: | Card number |
| Expiry date: | mm/yy |

**NEW Commonwealth Bank credit card**

|  |  |
| --- | --- |
| Cardholder name: | Cardholder name |
| Card type: | Card type e.g. Visa, MasterCard, Amex |
| Card number: | Card number |
| Expiry date: | mm/yy |

Please ensure your records are updated to reflect this change as soon as possible. If you have any questions, please do not hesitate to contact me on Your contact phone number.

Thank you for your assistance.

Yours sincerely,

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

Your full name

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