

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Name Change on Credit Card/ Account #

Dear :

I have recently married and I wish to change my name on my credit card. I have enclosed a copy of my marriage certificate as proof of my name change. Please forward my new card to the address above.

Sincerely,

N A M E