

Date

Customer Service Department
Credit Card Company Name
Company's Address
City, State and Zip Code

Re: Request to change name on **credit card name** account **number**

Dear Sir or Madam:

My **card name** account referenced above is carried under my maiden name: **Full pre-marriage name**. However, I have recently married and now am legally known as: **Full married name**.

This letter is my formal request that you change your records of my credit card account to reflect my new name. In addition to my new name, your data should indicate my new address. Below I have listed the pertinent information you can use to update my **card name** account records:

Pre-marriage information	Married information
Full maiden name	New married name
Credit card account number	Credit card account number
Old mailing address	New mailing address
City, State and Zip Code	City, State and Zip Code

In addition to changing the information on my account, please issue me a new credit card in my new name.

If you have any questions about these changes, you can contact me by mail at my new address or by telephone at **number**.

I am enclosing a copy of my marriage license. This will verify my name change and ensure accurate spelling on my updated account records and new credit card.

Thank you for your prompt attention to my request.

Sincerely,
Your Signature
Your Typed Name
Your Address
City, State and Zip Code

Enclosure: marriage license (copy)