

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank/Financial Institution Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of electronic credit card statement services provided by [Bank/Financial Institution Name]. I appreciate your commitment to enhancing customer experience through this convenient service.

Effective [Start Date], I would like to receive my credit card statements electronically. I understand that this service will provide me with timely access to my statements and reduce paper waste.

Please confirm that my request has been processed and that I will receive my statements via email at the address provided above.

Thank you for your assistance. I look forward to your prompt confirmation.

Sincerely,

[Your Name]