

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally express my intent to receive my credit card statements electronically. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

By opting for electronic statements, I understand that I will receive my statements via email at the address provided above. I believe this method will be more convenient and eco-friendly.

Please process my request to switch to electronic statements at your earliest convenience. Should you require any further information, feel free to contact me at the phone number listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]