

# Letter for Adjusting Credit Card Statement Address

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request an adjustment to the address on my credit card statement. My account details are as follows:

Account Name: [Your Name]

Account Number: [Your Account Number]

Current Address: [Your Current Address]

New Address: [Your New Address]

Please update my records to ensure that future statements are sent to my new address. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]