

# Notification of Address Correction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally notify you of a correction to the address associated with my credit card account.

**Account Holder Name:** [Your Name]

**Credit Card Number:** [Last Four Digits of Card Number]

**Old Address:** [Old Address]

**New Address:** [New Address]

Please update my records accordingly and confirm that this change has been made. If you require any further information or documentation to process this request, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]