

Change of Credit Card Statement Delivery Method

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request a change in the delivery method for my credit card statements. My account number is [Your Account Number].

Currently, I receive my statements via [Current Delivery Method - e.g., physical mail, email]. I would like to change this to [New Delivery Method - e.g., email, online access].

Please let me know if you need any further information to process this request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]