

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Change in Credit Card Statement Format

Dear Customer Service,

I hope this message finds you well. I am writing to request a change in the format of my monthly credit card statements.

Account Number: [Your Account Number]

Currently, I receive my statements in a printed format. However, I would prefer to receive them electronically via email at [Your Email Address]. This change would not only be more convenient for me but also contribute to environmental sustainability.

Please let me know if you require any further information or documentation to process this request. I appreciate your attention to this matter and look forward to your confirmation.

Thank you for your assistance.

Sincerely,

[Your Name]