

Request to Add Authorized Card User

Date: [Insert Date]

To Whom It May Concern,

I am writing to request the addition of an authorized user to my credit card account.

Account Holder Information:

Name: [Your Full Name]

Account Number: [Your Account Number]

Authorized User Information:

Name: [Authorized User's Full Name]

Relationship: [Your Relationship with the User]

Date of Birth: [Authorized User's Date of Birth]

Please let me know if you require any further information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]