

Letter of Inclusion of Additional Authorized User

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Credit Card Issuer's Name]

[Issuer's Address]

[City, State, Zip Code]

Dear [Credit Card Issuer's Customer Service],

I am writing to request the addition of an authorized user to my credit account with the following details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- New Authorized User's Name: [Authorized User's Name]
- New Authorized User's Date of Birth: [Authorized User's DOB]
- New Authorized User's Social Security Number: [Authorized User's SSN]
- New Authorized User's Address: [Authorized User's Address]

Please let me know if you require any further information or documentation to process this request. I appreciate your assistance in adding [Authorized User's Name] to my account.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]