

Notice for Adding Cardholder

Date: _____

To Whom It May Concern,

I am writing to formally request the addition of a new cardholder to my existing credit card account.

Account Holder Name: _____

Credit Card Number: ***** _____

New Cardholder Name: _____

Relationship to Account Holder: _____

Please find attached all necessary documents required for this process.

I request you to process this addition at your earliest convenience. If you need any additional information, feel free to contact me at _____.

Thank you for your attention to this matter.

Sincerely,

Signature

Account Holder's Name