

# Request for Additional Cardholder

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to formally request the addition of an authorized cardholder to my credit card account. Below are the details of my account and the individual I wish to add:

**Account Holder Name:** [Your Full Name]

**Account Number:** [Your Account Number]

**Additional Cardholder Information:**

Name: [New Cardholder's Full Name]

Relationship: [Your Relationship to the Cardholder]

Date of Birth: [Cardholder's DOB]

Social Security Number: [Cardholder's SSN]

I confirm that I take full responsibility for any charges made by the additional cardholder. Please let me know if you require any further information or documentation to process this request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]