

Request for Supplementary Cardholder Addition

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear [Bank Manager's Name/Customer Service],

I am writing to formally request the addition of a supplementary cardholder to my existing credit card account. My account details are as follows:

Account Holder Name: [Your Full Name]

Account Number: [Your Account Number]

I would like to add the following individual as a supplementary cardholder:

Name: [Supplementary Cardholder's Full Name]

Date of Birth: [Supplementary Cardholder's Date of Birth]

Relationship: [Your Relationship with Supplementary Cardholder]

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]