John Citizen

123 Busy St.

Sydney NSW 2000

93100000

Sample Company

123 Main St.

Sydney NSW 2000

05/03/2007

Dear Sir/Madam,

**Re: Change of direct debit information for John Citizen, customer reference number RN123456**

I wish to change the credit card account details from which my direct debits are deducted. With immediate effect, please amend your records to make sure all future payments are debited using these new credit card account details.

**PREVIOUS credit card**

|  |  |
| --- | --- |
| Financial institution: | Previous Bank |
| Cardholder name: | John Citizen |
| Card type: | Visa |
| Card number: | 5353162580001236 |
| Expiry date: | 02/12 |

**NEW Commonwealth Bank credit card**

|  |  |
| --- | --- |
| Cardholder name: | John Citizen |
| Card type: | MasterCard |
| Card number: | 5353165270006975 |
| Expiry date: | 02/12 |

Please ensure your records are updated to reflect this change as soon as possible. If you have any questions, please do not hesitate to contact me on 9310000.

Thank you for your assistance.

Yours sincerely,

............................................................ ............................................................

John Citizen

The above information has been checked and is believed to be correct.