

< Name>
< Address>
< Address>

<Date>

<Company>
<Attention>
<Company Address>
<Company Address>

Dear Sir/Madam,

Change to direct debit: <Policy/Account/Reference/Other> <Number>

I would like to change the credit card the above payment is debited from.
Effective <date> please ensure that all payments are made into my new
BankWest credit card.

Old credit card details

Financial institution: <Other Financial Institution>
Card type: <Card Type>
Cardholder name: <Cardholder's Name>
Card number: <16 Digit Card Number>
Expiry date: <Expiry Date>

New BankWest credit card details

Financial institution: BankWest
Card type: <Card Type>
Cardholder name: <Cardholder's Name>
Card number: <16 Digit Card Number>
Expiry date: <Expiry Date>

Please confirm my change in details by contacting me on <Contact Number>.

Thank you for your assistance.

Yours sincerely,

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< Name>