

Applicant's Name
Applicant's Address
City, State, Zip Code

DATE

Credit Card Company Customer Service Department
Company's Address
City, State, Zip Code

Re: Name change request for Account Number credit card

Dear Sir or Madam,

I have a credit card with the account number of NUMBER in my previous name, which is Full Previous Name. I was married last month and am now legally using the name Full Married Name.

I would like to make a formal request that you change your records to my married name. Along with my new name, please change my address to my new address. Below is my previous name and card number as well as my married name. Kindly update my Card Name account records.

Pre-marriage Information

Previous Maiden Name
Credit Card Account Number
Previous Mailing Address
City, State, Zip Code

Married information

Current Married Name
Credit Card Account Number
Current Mailing Address
City, State, Zip Code

I would also like to request at this time a new credit card with my current name. I would be happy to answer any questions or give you any more information. My telephone number is 555-123-4567 and my email address is Name@email.com

I have enclosed a copy of my marriage certificate to verify my new name and give the correct spelling.

Thank you for your prompt attention to my request.

Sincerely,
Applicant's Signature
Applicant's Current Name Printed
Current Address
City, State, Zip Code
List of enclosures (copy of marriage license)