

_____ / _____ / _____

insert merchant name and address

insert your name and address

Dear Sir/Madam

I have changed the card number from which my regular payment is made. With immediate effect, please amend your records to ensure all future payments are deducted from my new card number.

My customer/account/policy number with you is: _____

My new card details are:

Financial institution:	Bendigo Bank
Card Number:	
Expiry Date:	
Name on card:	

I confirm that I am authorised to operate the account represented by the card number and expiry date shown immediately above.

If you have any questions, please contact me on _____.

Thank you for your assistance.

Yours sincerely,

insert your name and sign above

Use this letter template to advise relevant organisations to change your regular payments to your new card number. Simply complete the details below and send to the business. If you require additional copies of this letter, please photocopy before use – or call into your nearest Bendigo Bank branch or visit www.bendigobank.com.au

Bendigo and Adelaide Bank Limited ABN 11 068 049 178 AFSL 237879.
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