

Credit Card Name Change Request Letter

From,
Ash Chopra,
73 Green Avenue, Delhi
India

Date: 3rd March 2020

To,
Customer Service Center
Axis Visa Card
Hometown, Delhi

Subject: Request for a name change on Credit card

Dear Customer Service,

I am writing to request a name change on my credit account. My former maiden name was Ash Bhatia, and my new married name is now Ash Chopra. I am enclosing a copy of my name changing certificate as proof.

I request you to please update your records and issue me a new credit card reflecting this change. Please let me know if you need any further information or details.

Thank you

Yours Sincerely

Ash Chopra

