

## **Letter Requesting an Additional Party Be Added to Your Account**

**This package contains:**

1. Instructions & Checklist for Writing a Letter Requesting an Additional Party Be Added to Your Account
2. Letter Requesting an Additional Party Be Added to Your Account

## **Instructions & Checklist for a Letter Requesting an Additional Party Be Added to Your Account**

- This package contains: (1) Instructions & Checklist for a Letter Requesting an Additional Party Be Added to Your Account; and (2) Letter Requesting an Additional Party Be Added to Your Account.
  
- This form is designed to assist you in drafting a letter to a company or bank where you have an account listing you are the primary account holder, requesting that a certain party be added to the account.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

September 8, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Re: [Account No.]

Dear [Name of Recipient]

I am the primary cardholder on the above-referenced account, and I am writing to request that an individual (to be named below) be added as a secondary cardholder.

This will authorize that [Name of Individual] be granted all the privileges of a secondary cardholder under the terms of this account. The following are [his/her] personal details:

NAME:  
ADDRESS:  
PHONE:

I trust you will contact me directly if you require any further information in order to process this request.

Please send written confirmation of the addition of this individual to my account as soon as the action takes effect.

Thank you for your help.

Cordially,

[Your Name]