

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Volkswagen Credit Card Services]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for VW Credit Card Account Change

I am writing to formally request a change regarding my Volkswagen credit card account, [Your Account Number].

[Specify the nature of the change you are requesting, e.g., address update, increase in credit limit, etc. Provide any necessary details or justifications.]

Please let me know if you require any additional information or documentation to process my request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]