

Letter of Intent to Update Payment Preferences

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my intent to update my payment preferences associated with my account ([Account Number]) at [Company Name].

Due to [reason for change, e.g., "a change in bank", "a preference for digital payments"], I would like to switch my payment method from [Current Payment Method] to [New Payment Method].

Kindly confirm the steps I need to take to finalize this update. Thank you for your attention to this matter.

Sincerely,

[Your Name]