

Notice of Payment Detail Adjustment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that there has been an adjustment made to your payment details associated with your account ([Account Number]). After reviewing your account, we have identified the following changes:

- Previous Payment Method: [Old Payment Method]
- New Payment Method: [New Payment Method]
- Effective Date: [Effective Date]

Please ensure that these changes are reflected in your future payments. If you have any questions or concerns regarding this adjustment, do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]