

Change Request for Premium Payment Method

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Company Name]

[Insert Company Address]

Dear [Recipient's Name],

I am writing to formally request a change in my premium payment method for my account ([Insert Account Number]). I would like to switch my current payment method to automatic payments.

Please update my account to enable automatic deductions for my premium payments, starting from the next billing cycle. My bank account details for automatic payment are as follows:

Account Holder Name: [Insert Account Holder Name]

Bank Name: [Insert Bank Name]

Account Number: [Insert Account Number]

Routing Number: [Insert Routing Number]

If you require any further information or documentation to process this request, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt confirmation of this change.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]