

Direct Debit Mandate Setup

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to authorize you to set up a Direct Debit for my account as detailed below:

Direct Debit Details

Account Holder Name: [Your Name]

Bank Name: [Your Bank Name]

Account Number: [Your Account Number]

Sort Code: [Your Sort Code]

Please debit my account on the [Insert Frequency, e.g., "1st of each month"] for the sum of [Insert Amount] for [Insert Description of Payment].

This authority will remain in effect until I notify you of its cancellation in writing.

Thank you for your assistance.

Sincerely,

[Your Name]