

Direct Debit Setup Acknowledgment

Date: [Insert Date]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are pleased to inform you that your request to set up a Direct Debit arrangement has been successfully processed. Your Direct Debit will commence on [Insert Start Date].

Details of your Direct Debit arrangement are as follows:

- **Amount:** [Insert Amount]
- **Frequency:** [Insert Frequency, e.g., Monthly, Quarterly]
- **Next Payment Due Date:** [Insert Due Date]

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Details].

Thank you for choosing [Your Company's Name].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]