

# Direct Debit Instruction Guide

Date: **[Insert Date]**

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Direct Debit Instruction**

Dear [Recipient's Name],

We are writing to inform you about setting up a Direct Debit Instruction for your account. This will provide you with a convenient way to manage payments while ensuring that all transactions are processed efficiently and securely.

### **Steps to Set Up Direct Debit:**

1. Complete the Direct Debit Mandate Form attached to this letter.
2. Provide your bank account details, including your account number and sort code.
3. Sign and date the form to authorize the payment.
4. Return the completed form to us at the address mentioned above.

### **Things to Note:**

- Please ensure all information is accurate to avoid any payment delays.
- You will receive a notification of the payment each time a direct debit is processed.
- Direct Debits can be cancelled at any time by notifying us or your bank.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]