

Setting Up Automatic Payments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request the setup of automatic payments for my account #[Your Account Number] with [Company Name]. I would like the payments to be deducted from my bank account on a monthly basis to ensure timely payments.

Here are the details required for processing:

- **Account Holder Name:** [Your Name]
- **Bank Name:** [Your Bank Name]
- **Account Number:** [Your Bank Account Number]
- **Routing Number:** [Your Bank Routing Number]
- **Frequency of Payments:** Monthly
- **Payment Amount:** \$[Amount]

Please confirm that my request has been processed successfully, and do not hesitate to contact me should you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]