

# Automatic Payment Setup Procedures

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about the procedures for setting up automatic payments for your account with us. Please follow the steps outlined below:

## Step 1: Gather Required Information

- Your account number
- Your bank information (account number and routing number)
- Authorization for automatic payment deduction

## Step 2: Complete the Automatic Payment Authorization Form

Download and fill out the Automatic Payment Authorization Form available on our website or request a paper form to be sent to you.

## Step 3: Submit the Completed Form

Send your completed authorization form via:

- Email: [Insert Email Address]
- Mail: [Insert Mailing Address]

## Step 4: Confirmation

Upon receiving your form, we will process your request and send a confirmation email to ensure your automatic payments are set up.

If you have any questions or require assistance, please feel free to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for choosing our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]