

Request for Establishing Automated Debt Payments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the establishment of automated debt payments for my account (Account Number: [Your Account Number]). I believe this method will help manage my payments more efficiently and ensure timely transactions.

To facilitate this process, please let me know the necessary steps and any required forms or information needed to set up automated payments. I would appreciate it if you could also confirm the effective date for when these payments will commence.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]