

Request for Seamless Automatic Payment Execution

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the establishment of a seamless automatic payment execution for my account with [Company Name]. This request is aimed at ensuring timely payments and minimizing the risk of missed deadlines.

Details of my account are as follows:

- Account Number: [Your Account Number]
- Payment Amount: [Specify Amount]
- Payment Frequency: [Specify Frequency]

I kindly request that you initiate this process at your earliest convenience. Should you require any further information or documentation from my side, please do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]