

# Electronic Payment Authorization Update

Date: [Insert Date]

To: [Recipient Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient Name],

We are writing to inform you about an update regarding your electronic payment authorization.

Please find the details of the updated information below:

- **Account Holder Name:** [Your Name]
- **Bank Name:** [Bank Name]
- **Account Number:** [Account Number]
- **Routing Number:** [Routing Number]
- **Effective Date:** [Effective Date]

If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]