

Automatic Payment Setup Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the setup of automatic payments for my account with [Company/Organization Name].

Here are my account details:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Payment Amount: [Amount]
- Payment Frequency: [Weekly/Bi-Weekly/Monthly]
- Start Date: [Desired Start Date]

Please let me know if you require any further information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]