

Payment Method Change Request

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have received your request to change your payment method.

Below are the details of your request:

- **Account Name:** [Your Account Name]
- **Old Payment Method:** [Previous Payment Method]
- **New Payment Method:** [New Payment Method]

We will process your request and notify you once the changes have been implemented. If you have any questions or concerns, please do not hesitate to contact us.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]