

# Direct Debit Confirmation

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to confirm that your instruction to set up a direct debit payment with [Company Name] has been successfully processed. The details of the direct debit arrangement are as follows:

## Direct Debit Details

- **Account Holder:** [Customer Account Holder Name]
- **Bank Name:** [Customer Bank Name]
- **Account Number:** [Customer Account Number]
- **Sort Code:** [Customer Sort Code]
- **Amount:** [Direct Debit Amount]
- **Payment Frequency:** [e.g., Monthly, Quarterly]
- **Start Date:** [Start Date]

If you have any questions or require further assistance, please do not hesitate to contact us at [Company Contact Information].

Thank you for choosing [Company Name]. We appreciate your business.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]