

Direct Debit Arrangement Acknowledgment

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Dear [Customer's Name],

We are writing to confirm that we have successfully set up your Direct Debit arrangement with us. The details of your Direct Debit are as follows:

- **Account Holder Name:** [Customer's Name]
- **Bank Name:** [Bank Name]
- **Account Number:** [Account Number]
- **Sort Code:** [Sort Code]
- **Payment Amount:** [Amount]
- **Payment Frequency:** [Frequency]
- **First Payment Date:** [First Payment Date]

Please ensure that there are sufficient funds in your account to cover the required payment on the scheduled date. You can cancel this Direct Debit arrangement at any time by contacting your bank or us directly.

If you have any questions or require further assistance, feel free to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]