

Direct Debit Installation Verification

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to confirm that your Direct Debit installation process has been successfully completed. Your account has been set up to allow for automatic payments on the due date each month.

Details of your Direct Debit arrangement are as follows:

- Account Name: [Account Name]
- Account Number: [Account Number]
- Sort Code: [Sort Code]
- Payment Amount: [Payment Amount]

If you have any questions or would like to make changes to your Direct Debit arrangement, please do not hesitate to contact us at [Contact Information].

Thank you for choosing our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]