

Direct Debit Instruction Verification

Date: [Insert Date]

Dear [Customer Name],

We are writing to confirm that we have received your Direct Debit instruction for the account:

Account Holder: [Account Holder Name]

Bank Name: [Bank Name]

Account Number: [Account Number]

Sort Code: [Sort Code]

Amount: [Amount] payable on [Payment date(s)]

If the details above are correct, no further action is required. Your payments will be processed as scheduled. If you notice any discrepancies, please contact us immediately at [Contact Information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]