

# Notification of Changes to Direct Debit Instructions

Dear [Customer's Name],

We are writing to inform you that there will be changes to your credit card direct debit instructions effective from [Effective Date].

Details of the changes are as follows:

- **Account Number:** [Your Account Number]
- **New Debit Amount:** [New Amount]
- **Debiting Frequency:** [Weekly/Bi-weekly/Monthly]

If you have any questions or concerns regarding these changes, please feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]