Request for Direct Debit Setup

To: [Bank/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Subject: Request for Direct Debit Setup on Credit Card

Dear [Recipient's Name],

I am writing to formally request the setup of a direct debit for my credit card account. My credit card details are as follows:

- Cardholder Name: [Your Name]
- Credit Card Number: [XXXX-XXXX-XXXX-XXXX]
- Expiry Date: [MM/YY]

I would like to arrange for monthly payments to be deducted directly from my bank account on the [Specify Date] of each month. My bank account details are:

- Bank Name: [Your Bank Name]
- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Sort Code: [Your Sort Code]

Thank you for considering my request. Please let me know if you require any further information to process this setup.

Sincerely,

[Your Name]