

Notification of Change in Automatic Payment Settings

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change in your automatic payment settings for your account with us.

Your previous payment method will no longer be used, and we will now process payments through the following account:

- Account Holder Name: [Insert Name]
- Bank Name: [Insert Bank Name]
- Account Number: [Insert Account Number]
- Routing Number: [Insert Routing Number]

If you have any questions or concerns regarding this change, please feel free to contact our customer service at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]