

Request to Update Payment Method

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an update to the payment method associated with my invoices.

Currently, my invoices are processed through [Current Payment Method]. I would like to change my payment method to [New Payment Method] effective from [Effective Date].

Please let me know if you require any additional information or if there are forms I need to complete to facilitate this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]