

Automatic payments letter

Company name

Address

City

State

Zip code

ATTENTION: Accounts Receivable / Accounting

Subject: Switching My Automatic Payments

I have recently changed banks and would like to have my automatic payments with your company changed to my new account. Please discontinue debiting the account below and begin making automatic withdrawals from my new Red River Bank Account. If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized signature (original signature required to authorize change)

Date

Automatic payment information

First name

Amount debited (enter the amount or "amount due")

Last name

Previous bank name

Address

Routing number

Account number

City

State

Zip code

Purpose

Date of payment

Day phone

Evening phone

New bank name

Routing number

Account number