

Automatic Payment Transfer Letter

(Date)

Dear _____
(Name of vendor)

I am writing to inform you of a change in my banking relationship concerning my account number _____.
(Vendor account number)

I currently have my _____ payment automatically withdrawn from my
(Name of vendor)

checking/savings account # _____ at _____ Bank on the _____
(1st, 15th, etc)

of the month. I would like to transfer these monthly transactions to my new bank, Wayne County Bank, and submit this letter as written notification of that intention.

I understand I need to give at least two weeks notice prior to the next scheduled transaction. Therefore, I expect the last transaction from _____ Bank to be the one dated _____ and the first payment to Wayne County Bank to be
(Date of last transaction)

the one dated _____. Thank you for your prompt attention to this request. I
(Date of next transaction)

have enclosed an automatic payment authorization form that includes the information necessary for you to begin withdrawals from my Wayne County Bank account.

Sincerely,

(Name)

(Address and phone number)

