

Date: _____

Dear: _____

I am writing to notify you that my bank account is now at a different financial institution. Therefore, the automatic payment information for my _____ account # _____ needs to be changed as well.

My payment is currently automatically withdrawn from my account # _____ at _____ on the _____ of the month. **I would like to transfer these transactions to my new account at Heritage Bank and submit this letter as written notification of that intention.**

I understand I need to give you at least two weeks notice prior to the next scheduled transaction. Therefore, I expect the last transaction from _____ to be the one dated _____ and the first one from Heritage Bank to be dated _____.

Thank you for your prompt attention to this request. I have enclosed an automatic payment authorization form that includes the information necessary for you to begin withdrawals from my Heritage Bank account. Please contact me at the phone number listed below if you have any questions.

Sincerely,

SIGNATURE

Printed Name _____

Account # _____

Phone # _____

Address _____

City, State, Zip _____