

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Date]

[Pension Fund Name]
[Pension Fund Address]
[City, State, Zip Code]

Subject: Request for Pension Direct Deposit Initiation

Dear Pension Administration Department,

I am writing to formally request that my pension benefit payments be deposited directly into my bank account. Please update my records to initiate direct deposit for my account number [Your Pension Member ID/Social Security Number].

Please use the following banking information for these deposits:

- **Bank Name:** [Name of Bank]
- **Account Type:** [Checking / Savings]
- **Routing Number:** [9-digit Routing Number]
- **Account Number:** [Your Bank Account Number]

I have attached a voided check to this letter to verify the account and routing details provided above.

I understand that it may take one or two payment cycles for this change to take effect. Please notify me via [Email/Mail] once this request has been processed.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]