

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Approved Payment Methods

Dear [Customer Name],

We are writing to provide you with an updated list of the approved payment methods accepted by [Company Name]. To ensure timely processing of your account, please use one of the following options for all future transactions:

- **Credit/Debit Cards:** Visa, Mastercard, American Express, and Discover.
- **Bank Transfer (ACH/Wire):** Please use the account details provided on your invoice.
- **Online Payment Portal:** Payments can be made directly via our website at [URL].
- **Checks:** Payable to "[Company Name]" and mailed to [Mailing Address].
- **Digital Wallets:** Apple Pay, Google Pay, or PayPal.

Please note that we no longer accept [List any deprecated methods, e.g., Cash or Personal Checks] effective as of [Date].

All payments should reference your Account Number: [Account Number] to ensure they are credited correctly.

If you have any questions regarding these payment methods or need assistance setting up a recurring payment, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Title]

[Company Name]