

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Update Regarding Your Automatic Payment Enrollment

Dear [Customer Name],

We are writing to inform you that [Company Name] is transitioning to a new payment processing system to provide you with a more secure and efficient billing experience. As part of this transition, we need to update your auto-draft (ACH/Direct Debit) enrollment information.

**Action Required:**

To ensure your services remain uninterrupted and your payments continue to be processed on time, please complete the following steps by [Deadline Date]:

- Log in to your account at [Website URL].
- Navigate to the "Billing" or "Payment Settings" section.
- Verify your banking information and re-authorize the auto-draft agreement.

**What you need to know:**

- Your current auto-draft setting will remain active until [Transition Date].
- If no action is taken by [Deadline Date], your automatic payments may be paused, and you will need to make manual payments to avoid late fees.
- This update is required to comply with new banking security protocols.

If you have already updated your information, please disregard this notice. If you have questions or need assistance, please contact our support team at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Sender Name/Department]

[Company Name]