

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notice of Automated Payment Enrollment Transfer

Dear [Customer Name],

This letter is to formally notify you that your automated payment enrollment for account number [Account Number] has been transferred from [Old Institution/Service Name] to [New Institution/Service Name], effective [Effective Date].

What this means for you:

- Your recurring payments will now be processed by [New Institution/Service Name].
- The payment schedule and amount will remain the same as previously authorized.
- No action is required on your part to continue your automated payments.

New Transfer Details:

New Provider: [New Institution Name]
Next Scheduled Transfer: [Date]
Transaction Amount: [Amount]

Please review your bank statements to ensure that the transition has occurred correctly. If you wish to cancel or modify your automated payment settings, you may do so by logging into your account at [Website URL] or by contacting customer service.

If you have any questions regarding this transfer, please contact us at [Phone Number] or via email at [Email Address].

Sincerely,

[Sender Name/Department]
[Company Name]