

[Date]

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

Subject: Confirmation of Automatic Payment Continuity

Dear [Customer Name],

This letter is to confirm that your account (Account Number: [Account Number]) has been successfully transferred to [New Company/Department Name] effective [Date].

We are writing to inform you that your existing automatic payment (auto-draft) authorization has remained active throughout this transition. No action is required on your part to continue your automated payments.

Please note the following details regarding your upcoming drafts:

- **Next Draft Date:** [Date]
- **Draft Amount:** [Amount/Balance Due]
- **Bank Account on File:** [Bank Name] (Ending in [Last 4 Digits])

On your bank statement, the originator name for these withdrawals may now appear as "[New Company Name]" instead of "[Old Company Name]".

If you wish to make changes to your payment method or cancel your automatic enrollment, please contact our billing department at [Phone Number] or visit our online portal at [Website URL].

Thank you for your continued business.

Sincerely,

[Sender Name]
[Title]
[Company Name]