

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Automatic Payment Drafting Post-Transfer

Dear [Customer Name],

This letter is to confirm that the transfer of your account [Account Number] to [New Company Name] is now complete. As part of this transition, we are writing to notify you that your automatic payment (ACH) instructions have been successfully transferred.

Please be advised that your automatic payments will resume according to the following schedule:

- **Next Draft Date:** [Date]
- **Draft Amount:** \$[Amount]
- **Bank Account (Last 4 digits):** [Number]

No action is required on your part to continue these payments. We recommend that you review your bank statements to ensure the first post-transfer transaction is processed correctly.

If you wish to make changes to your payment method, update your banking information, or cancel automatic drafting, please contact us at [Phone Number] or visit our website at [Website URL].

Thank you for your continued business.

Sincerely,

[Sender Name/Department]

[Company Name]