

[Date]

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

Subject: Welcome and Auto-Draft Setup Confirmation

Dear [Customer Name],

Welcome to [Company Name]! We are pleased to have you as a customer and thank you for choosing our services.

This letter confirms that your automatic payment (Auto-Draft) has been successfully set up for your account: [Account Number].

Draft Details:

- **Start Date:** [Date of First Draft]
- **Payment Amount:** [Amount or "Current Balance Due"]
- **Frequency:** [Monthly/Quarterly]
- **Bank Name:** [Bank Name]
- **Account Ending In:** [Last 4 Digits of Account]

Your payments will be automatically deducted from your designated account on the [Day] of each billing cycle. Please ensure that sufficient funds are available to avoid any returned payment fees.

If you need to make changes to your banking information or wish to cancel the auto-draft service, please contact us at least [Number] business days before your next scheduled draft.

If you have any questions, please call our customer service team at [Phone Number] or email us at [Email Address].

Sincerely,

[Sender Name]
[Title]
[Company Name]