

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

**Subject: Important Notice Regarding Approved Payment Options**

Dear [Customer Name],

We are writing to provide you with an update regarding the approved payment methods for your account. To ensure secure and efficient processing of your transactions, please use the following authorized payment options moving forward:

- **Credit/Debit Cards:** Visa, Mastercard, American Express, and Discover.
- **Online Portal:** Payments can be made directly through our website at [Website URL].
- **Electronic Fund Transfer (EFT):** Bank transfers using the following details: [Insert Bank Details].
- **Check by Mail:** Please make checks payable to [Company Name] and send them to the address listed above.

Please note that as of [Effective Date], we will no longer accept [Discontinued Payment Method, e.g., Cash or Third-Party Apps].

To avoid any late fees or service interruptions, please ensure your future payments are made through one of the approved channels listed above. If you have an automated payment plan currently linked to a discontinued method, please update your information by [Deadline Date].

If you have any questions or need assistance updating your payment preferences, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name/Department Name]  
[Company Name]