

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

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

Subject: Notice of Change in Approved Payment Methods

Dear [Recipient Name],

We are writing to inform you of an upcoming change regarding the payment methods accepted by [Your Company Name]. To improve our processing efficiency and security, we are updating our payment policies effective [Effective Date].

Discontinued Payment Methods:

As of the date mentioned above, we will no longer accept the following forms of payment:

- [List discontinued method, e.g., Personal Checks]
- [List discontinued method, e.g., Cash]

Approved Payment Methods:

Moving forward, please use one of the following approved methods for all future transactions:

- [List approved method, e.g., Credit/Debit Card]
- [List approved method, e.g., ACH/Bank Transfer]
- [List approved method, e.g., Online Portal]

Please ensure that your records and automated payment systems are updated accordingly to avoid any late fees or interruptions in service. Any payments sent via discontinued methods after [Effective Date] will be returned and may be considered late.

If you have any questions regarding these changes or need assistance setting up a new payment method, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your cooperation and continued business.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]