

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Discontinuation of Paper Check Payments

Dear [Recipient Name],

We are writing to inform you that [Company Name] will no longer be issuing or accepting payments via paper checks effective [Effective Date].

To ensure faster processing, increased security, and environmental sustainability, we are transitioning all payments to electronic methods. After the date mentioned above, all transactions must be completed using one of the following options:

- [Option 1: e.g., ACH Transfer / Direct Deposit]
- [Option 2: e.g., Credit/Debit Card via Online Portal]
- [Option 3: e.g., Wire Transfer]

What you need to do:

Please update your payment information by [Deadline Date]. You can set up your electronic payment profile by visiting [Website URL] or by completing the attached authorization form and returning it to [Email Address/Department].

Any paper checks sent after [Effective Date] will be returned, which may result in payment delays or late fees. We appreciate your cooperation as we move toward a more efficient digital payment system.

If you have any questions regarding this change, please contact our accounts department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]