



Automatic Payment Change Request Letter

Date

Company Name

Company Address

City, State, Zip

To Whom It May Concern:

I have recently changed banks and would like to update my automatic payments. Currently you are withdrawing my payments from the following account:

Bank: _____

Account Number: _____

Routing Number: _____

Please **switch** my automatic payment from the above account to the following:

Bank: The Citizens Bank

Account Number: _____

Routing Number: 065302154

If you have any questions about this change please call me at (____) ____ - ____.

Thank you,

Signature

Print Name

Address

City, State, Zip