

Automatic Payment Transfer Letter

Date: _____

Dear _____
(vendor)

I am writing to inform you of a change in my banking relationship.

I currently have my _____ payment automatically withdrawn from my
(vendor)
checking/savings account # _____ at _____
(current bank)
Bank on the _____ of the month. I would like to transfer these monthly transactions to
my new bank, RBC Bank, and submit this letter as written notification to begin withdrawing
from account number _____ /ABA Routing Number _____.

I understand I need to give you at least two weeks notice prior to the next scheduled
transaction. Therefore, I expect the last transaction from _____
(current bank)
Bank to be the one dated _____ and the first one from RBC Bank
(date of last transaction)
to be dated _____. Thank you for your prompt attention to this request.
(date of next transaction)
I have enclosed an automatic payment transfer authorization form that includes the information
necessary for you to begin withdrawals from my RBC Bank account.

Sincerely,

Your Name _____

Address _____

Phone Number _____