

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

[Date]

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

Subject: Confirmation of Change in Payment Method

Dear [Customer Name],

This letter is to confirm that we have successfully updated the payment method for your account, [Account Number].

As requested, your future direct billing payments will now be processed using the following method:

- **New Payment Method:** [Credit Card / Bank Account / etc.]
- **Account Ending In:** [Last 4 Digits]
- **Effective Date:** [Date]

Please note that your next scheduled payment of [Amount] will be processed on [Next Billing Date] using this new information. No further action is required from your side at this time.

If you did not authorize this change or if any of the information above is incorrect, please contact our billing department immediately at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

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