

Date	
To (Company)	
Address:	
City, State, Zip	

RE: Change of Instructions for Automatic Payments

Dear Sir or Madam:

I have recently changed banks and will need to have my automatic payment switched immediately from my old account to my new account at Western National Bank.

My personal information is as follows:

Billing Account Number	
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I currently have my automatic payment coming out of the following account:

Financial Institution Name	
Account Number	
Routing Number	

I would like this redirected to my new Western National Bank account as soon as possible:

Type of Account (Checking, Savings)	
Account Number	
Bank Routing Number	

If you need any additional information, please call me at:

Sincerely,

Signature

Name	
Address	
City, State, Zip	

Enclosed: Voided check from my new Western National Bank account

