

Payment Transfer:

Date: _____

Dear _____, (vendor name)

I'm writing to inform you of a change in my banking relationship concerning my account number _____.

I currently have my _____ payment automatically withdrawn from my checking/savings account# _____ from _____ Bank on the _____ of the month. I would like to transfer these monthly transactions to my new bank, VIST Bank, and submit this letter as written notification of that intention.

I understand that I need to give you at least two (2) weeks notice prior to the next scheduled transaction. Therefore, I expect the last transaction to be the one dated _____ (date of last transaction) and the first (1st) transaction from VIST Bank to be dated _____ (date of next transaction).

Thank you for your prompt attention to my request. I have enclosed an automatic payment authorization form that includes the information necessary for you to begin withdrawals from my VIST Bank account.

Sincerely,

Enclosure