

## Authorization for Automatic Payment Transfer

**Dear:**

I am 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I currently have my \_\_\_\_\_ payment automatically withdrawn from my Checking/Savings Account Number: \_\_\_\_\_ at \_\_\_\_\_ on the \_\_\_\_\_ of the month.

I would like to transfer these monthly transactions to my new financial institution, Park Community, and submit this letter as written notification of that intention.

I understand I need to give you at least two weeks notice prior to the next scheduled transaction.

Therefore, I expect the last transaction to be the one dated \_\_\_\_\_ and the first one from Park Community to be dated \_\_\_\_\_.

Thank you for your prompt attention to this request. I have enclosed an Authorization for Automatic Payment form that includes the information necessary for you to begin withdrawals from my Park Community account.

Sincerely,

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Second Signature (if joint account): \_\_\_\_\_

Enc: