[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Notification of Changes in Payment Processing Methods**

Dear [Customer’s Name/Valued Customers],

We are writing to inform you of upcoming changes to the payment processing methods available for transactions with [COMPANY NAME], effective [EFFECTIVE DATE].

**What’s Changing**

Starting on [EFFECTIVE DATE]:

* We will no longer accept [*specific payment method, e.g., “checks,” “credit cards from certain providers,” etc.]*.
* New payment options will include [*list any new options, e.g., “digital wallet payments,” “ACH transfers,” etc.*].
* Existing methods such as [*list retained methods, e.g., “credit cards,” “bank transfers”*] will remain unchanged.

**Why the Change?**

These updates are designed to [*improve payment security, streamline processing, reduce fees, enhance convenience, etc.*] and better serve our customers’ needs.

**What You Need to Do**

To ensure uninterrupted service:

* [*Action Required, e.g., “Update your payment preferences in your account by [date],” “Set up ACH payments,” etc.*].
* Visit [*link to payment portal*] for detailed instructions or to update your information.

**Support**

If you have any questions or need assistance with the transition, please contact [Name, Title] at [Email Address/Phone Number].

Thank you for your cooperation and understanding as we implement these changes to better serve you.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]