

Date: _____

To: _____ (Company)
_____ (Street Address)
_____ (City, State, Zip)

To whom it may concern,

Please accept this letter as authorization to change the bank account information for automatic payments or withdrawals for the following account:

Name: _____
Customer Acct. #: _____
Payment Type: _____
Amount of Transfer: _____

Effective immediately, the new bank information is as follows:

Coastway Community Bank Account Number: _____
 Checking Savings

ABA Bank Routing Number: 211573229

If you have any questions regarding this transaction, please contact me at _____ .
Please send me a written confirmation of when the change will be effective.

Thank you.

Sincerely,

From: _____ (Name)
_____ (Street Address)
_____ (City, State, Zip)
_____ (Email)

Signature