[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Changes to Accepted Payment Methods**

**Dear [Customer’s Name],**

We are writing to inform you of an update to the payment methods we accept for [specific services/products]. Beginning [EFFECTIVE DATE], we will no longer accept [*specific payment method, e.g., “checks” or “PayPal”]*, and we will instead be accepting [*new payment methods, if applicable, e.g., “credit cards, debit cards, and ACH transfers”*].

**Why This Change?**

This update is part of our effort to streamline our payment processes and provide you with faster, more secure, and convenient payment options.

**Updated Payment Methods**:

* [*Payment Method 1, e.g., “Visa, Mastercard, and American Express credit cards.”*]
* [*Payment Method 2, e.g., “ACH bank transfers.”]*
* [*Payment Method 3, if applicable.*]

**What You Need to Do**:

To avoid any disruption to your account or service:

1. Update your payment method by [*specific instructions, e.g., “logging into your account at [Website Link]” or “contacting our billing team at [Email Address/Phone Number]”]*.
2. Ensure the new payment method is in place by [Deadline Date] to ensure uninterrupted service.

We understand this may require a small adjustment on your end, and we’re here to help make the transition as smooth as possible. If you have any questions or need assistance updating your payment method, please don’t hesitate to contact us at [Email Address/Phone Number].

Thank you for your understanding and continued support as we work to improve our services.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]