

To whom it may concern:

I have recently switched to Brentwood Bank and wish to have my automatic payment/withdrawal updated with my new bank information. Please make the following updates. Thank you for your assistance.

Company information	Account information	
Name	Name	
Address	Account #	
City,State,Zip	Approximate amou	nt
Old bank information	New bank information	
Name	Name	Brentwood Bank
Account #	Account #	
Routing #	Routing #	243373112
	Account Type Checking Saving Money Market	
243373112 XXXXXXXXX Routing # Account #	Brentwood Bank routing number consists of nine digits (243373112) and is the first string of numbers on the bottom of your check. Your account number is located immediately to the right.	
Please make the automatic payment/withdrawal effective: immediately beginning on (mm/dd/yyyy)		
If you have any questions, please call me at: (555-555-555).		
Please send me written confirmation of when the change will be effective.		
Х		

Signature

Date

