[Your name]

[Address line 1]

[Address line 2]

[Address line 3]

 [Postcode]

[Date]

[Bank name]

[Address line 1]

[Address line 2]

[Address line 3]

[Postcode]

**[Current account number]**

**[Sort code]**

Dear Sir/Madam [or bank manager’s name]

Please debit from my current account the amount of £[enter amount] per month and pay it into the following account:

Deposit/savings account number: [enter account number]

Sort code: [enter sort code]

Bank (*if different*) [bank name]

Starting on [DD]/[MM]/[YYYY] until further notice. *or*

Starting on [DD]/[MM]/[YYYY] until [DD]/[MM]/[YYYY]. *delete as appropriate*

Yours faithfully, [Yours sincerely if you’ve used their name]

[Your signature]

[Your name]