

[Your address]

Membership Department
Parkinson's UK
50 Broadway
London
SW1H 0DB

[date]

To whom it may concern,

I am writing to formally request a change to the payment date of my existing direct debit arrangement with Parkinson's UK. The Payment is to the Slough, Windsor and Maidenhead Branch. I would like the payment date to be amended to the first of January each year, starting with January 1st 2026

I have completed a new Direct Debit form which I am enclosing.

Please let me know the process for updating this information, and whether you require any additional forms or authorisation from me.

Thank you in advance for your attention to this matter. I look forward to your confirmation and assistance regarding this change.

Yours sincerely,

[Your Name]