

[Association name]
[Association address]
[Association Creditor Identifier]

[Member's mandate reference]

Dear [member's name],

We will collect the membership fee of [amount] from your IBAN [member's IBAN] account with [bank name and BIC] by SEPA Direct Debit for the mandate [member's mandate reference] with the Creditor Identifier [association's Creditor Identifier] on the [day] of each month, starting [date]. If the due date falls on a weekend or public holiday, it will be postponed to the first following working day. Please be sure that your account has sufficient funds.

If you have questions, please reach out to us anytime.

Best regards,

[Association representative]
[Association name]