

Scheduled Payment Notice

Date: [Insert Date]

Beneficiary Name: [Insert Beneficiary Name]

Beneficiary Address: [Insert Beneficiary Address]

Dear [Beneficiary Name],

This is to inform you that your scheduled payment is due on [Insert Payment Due Date]. The amount of [Insert Amount] will be processed to your account.

If you have any questions or concerns regarding this payment, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]