

Beneficiary Scheduled Payment Verification

Date: [Insert Date]

To:

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Dear [Beneficiary Name],

We are writing to confirm the scheduled payment details for your account with us. Please review the following information:

Payment Details

- Payment Amount: [Insert Amount]
- Scheduled Payment Date: [Insert Date]
- Payment Method: [Insert Payment Method]

If you have any questions or need further assistance, 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 Company]

[Your Contact Information]