

Dear [Recipient's Name],

We hope this message finds you well. In our continued effort to enhance our services and provide greater flexibility to our valued customers, we are excited to introduce dual-payment options for your upcoming transactions.

With these new payment options, you will be able to choose from the following methods:

- **Option 1:** Pay in full at the time of service.
- **Option 2:** Split the payment into two installments, with the first payment due at the time of service and the second payment due [insert due date].

Please feel free to reach out to us at [contact information] if you have any questions or require further assistance regarding these payment options.

Thank you for choosing [Your Company Name]. We look forward to serving you!

Best regards,
[Your Name]
[Your Title]
[Your Company Name]