

Payment Processing Duration Information

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about the payment processing duration for your recent transaction with us.

The typical processing time is as follows:

- **Credit/Debit Cards:** 1-3 business days
- **Bank Transfers:** 3-5 business days
- **PayPal:** Instant to 1 business day

Please note that these durations may vary depending on your bank or payment provider. If you have any questions or need further assistance, do not hesitate to reach out to our support team.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]