

Directions for Setting Up Regular Payments

Dear [Recipient's Name],

We appreciate your commitment to ensuring timely payments. To help you set up regular payments, please follow the directions outlined below:

Step 1: Choose Your Payment Method

- Bank Transfer
- Credit/Debit Card
- Direct Debit

Step 2: Log into Your Account

Access your account on our website by visiting [Website URL] and entering your login credentials.

Step 3: Navigate to the Payment Section

Once logged in, go to the "Billing" or "Payments" section on your dashboard.

Step 4: Set Up Regular Payments

Select the option for "Set Up Regular Payments" and follow the prompts to enter the required details.

Step 5: Review and Confirm

Ensure that all information is accurate and confirm your payment schedule.

Additional Support

If you encounter any issues or have questions, please contact our support team at [Support Email] or call us at [Support Phone Number].

Thank you for your attention to this matter. We look forward to serving you better.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]