

# Initiation of Recurring Payments

Dear [Recipient's Name],

We are pleased to inform you that we are now offering an easier and more convenient way to manage your payments. By setting up recurring payments, you can ensure that your bills are paid on time without the hassle of manual transactions.

## Easy Steps to Set Up Recurring Payments:

1. Log in to your account on our website.
2. Go to the "Payments" section.
3. Select "Set Up Recurring Payment."
4. Provide the required payment details and specify the payment frequency.
5. Review your information and confirm the setup.

Should you have any questions or need assistance during the setup process, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing us!

Sincerely,

[Your Name]

[Your Title]

[Your Company]