

Guide to Configuring Recurring Payments

Dear [Customer's Name],

We hope this message finds you well. In order to enhance your experience and streamline your billing process, we would like to guide you through the steps of configuring recurring payments.

Step-by-Step Instructions:

1. Log in to your account on our website.
2. Navigate to the "Billing" section.
3. Select "Recurring Payments" from the dropdown menu.
4. Choose the payment method you prefer (Credit Card, PayPal, etc.).
5. Enter the amount you wish to set for recurring payments.
6. Specify the frequency of the payments (weekly, monthly, annually).
7. Review your information and confirm your settings.
8. You will receive a confirmation email once the setup is complete.

If you have any issues during the setup process, please do not hesitate to reach out to our customer support team at [Support Email] or [Support Phone Number].

Thank you for choosing our services!

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