

# Instructions for Establishing Recurring Payments

Dear [Recipient's Name],

We are pleased to provide you with the instructions for setting up recurring payments for your account with us. Please follow the steps outlined below:

## Step 1: Access Your Account

Log in to your account on our website using your credentials.

## Step 2: Navigate to Billing

Click on the "Billing" section found in the main menu.

## Step 3: Select Recurring Payments

Choose the "Recurring Payments" option from the dropdown menu.

## Step 4: Enter Payment Details

Fill in the required payment information, including payment method, amount, and frequency.

## Step 5: Review and Confirm

Review your details and click "Confirm" to set up your recurring payment.

## Step 6: Confirmation Email

You will receive a confirmation email once your recurring payment has been successfully set up.

If you have any questions or need further assistance, please feel free to contact our customer support team.

Thank you!

Sincerely,

[Your Name]

[Your Title]

[Your Company]  
[Contact Information]