

Recurring Payment Enrollment Instructions

Dear [Customer Name],

Thank you for choosing our service! We are pleased to offer you the option of enrolling in our recurring payment plan. Please follow the below instructions to complete your enrollment:

Step 1: Access Your Account

Log in to your account at [\[Website URL\]](#) using your credentials.

Step 2: Navigate to Payment Settings

Once logged in, go to the 'Account Settings' section and click on 'Payment Settings.'

Step 3: Select Recurring Payments

Choose the option for 'Recurring Payments' and enter the desired payment amount and frequency (weekly, monthly, etc.).

Step 4: Enter Payment Information

Provide your payment method details, including your credit/debit card information or bank account details.

Step 5: Review and Submit

Review your information to ensure accuracy and then click 'Submit' to finalize your enrollment.

Confirmation

You will receive a confirmation email once your recurring payment plan is successfully set up.

If you have any questions or require assistance, please don't hesitate to contact our support team at [support@\[CompanyEmail\].com](mailto:support@[CompanyEmail].com).

Thank you for being a valued customer!

Sincerely,

[Your Company Name]