

Recurring Payment Setup Guide

Dear [Customer's Name],

We are pleased to inform you that your request for setting up recurring payments has been received. Below are the steps to complete the setup:

Step 1: Access Your Account

Log in to your account at [website URL].

Step 2: Navigate to Billing Section

Go to the 'Billing' or 'Payments' section in your account dashboard.

Step 3: Set Up Recurring Payment

Select the option for 'Recurring Payments' and fill in the required details:

- Payment Amount: [Enter Amount]
- Payment Frequency: [Select Frequency]
- Start Date: [Select Start Date]
- Payment Method: [Select Method]

Step 4: Review and Confirm

Review the entered details and confirm your setup.

Step 5: Confirmation Email

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

If you have any questions or need assistance, please feel free to contact our support team at [support email/phone number].

Thank you for choosing us!

Sincerely,
[Your Company Name]