

Steps to Arrange Recurring Billing

Dear [Recipient's Name],

We are pleased to inform you of the steps to set up your recurring billing with us. Please follow the instructions below:

1. **Step 1:** Sign in to your account on our website.
2. **Step 2:** Navigate to the 'Billing' section in your account settings.
3. **Step 3:** Select 'Recurring Billing' and choose your preferred billing cycle (monthly, quarterly, etc.).
4. **Step 4:** Enter your payment information and confirm the details.
5. **Step 5:** Review the terms and conditions and agree to proceed.
6. **Step 6:** Submit your request and await confirmation via email.

Should you have any questions or require assistance, please do not hesitate to contact our support team.

Thank you for choosing our services!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]