

Bi-Weekly Payment Plan Selection

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that your request for a bi-weekly payment plan has been successfully processed. Below are the details of your selected plan:

Payment Plan Details

- **Payment Amount:** [Insert Payment Amount]
- **Payment Frequency:** Every 2 weeks
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]

Please ensure that your payments are set up accordingly to avoid any late fees. If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for choosing our services!

Sincerely,
[Your Name]
[Your Position]
[Your Company]