

# Confirmation of Updated Recurring Payment Schedule

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm the updated details of your recurring payment schedule as requested. Please find the new schedule outlined below:

## Updated Payment Schedule:

- Payment Amount: \$[Insert Amount]
- Payment Frequency: [Weekly/Bi-weekly/Monthly]
- Next Payment Date: [Insert Date]
- Payment Method: [Credit Card/Bank Transfer/etc.]

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]