

# Payment Confirmation Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Confirmation of Recurring Payment Arrangement**

Dear [Recipient's Name],

We are writing to confirm your recurring payment arrangement as discussed. Below are the details of the arrangement:

- **Payment Amount:** [Insert Amount]
- **Payment Frequency:** [e.g., Weekly, Monthly]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date or Indefinitely]
- **Payment Method:** [e.g., Credit Card, Bank Transfer]

Please ensure that sufficient funds are available in your account to avoid any interruptions in service.

If you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

Thank you for choosing our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]