

Setting Up Recurring Payments

Dear [Recipient's Name],

We appreciate your decision to choose our services. To simplify your payment process, we offer an option for setting up recurring payments. Please follow the instructions below to setup your recurring payments:

Instructions:

1. Log in to your account at [Website URL].
2. Navigate to the 'Billing' or 'Payments' section.
3. Select the option for 'Recurring Payments' or 'Auto-Pay.'
4. Choose your preferred payment method (Credit Card, Debit Card, Bank Transfer).
5. Enter the amount to be paid and the billing cycle (Monthly, Quarterly, Yearly).
6. Review the payment schedule and confirm the setup.
7. You will receive a confirmation email once your recurring payment is set up.

If you encounter any issues or have questions, please do not hesitate to contact our customer support team at [Support Email] or [Support Phone Number].

Thank you for choosing [Your Company Name]. We look forward to serving you!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]