

Payment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a notification regarding the pre-arranged payment scheduled for [Insert Payment Date]. The total amount of [Insert Amount] will be debited from your account as per our agreement.

Details of the payment are as follows:

- Payment Amount: [Insert Amount]
- Payment Method: [Insert Payment Method]
- Reference Number: [Insert Reference Number]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]