

Confirmation of Automatic Billing Arrangement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Account Number: [Insert Account Number]

Dear [Client Name],

We are pleased to confirm your request for an automatic billing arrangement with [Company Name]. This arrangement will allow us to automatically charge your account for [Insert Service/Product] based on the agreed schedule.

The details of your automatic billing arrangement are as follows:

- Billing Amount: [Insert Amount]
- Billing Frequency: [Insert Frequency]
- Start Date: [Insert Start Date]
- Payment Method: [Insert Payment Method]

If you have any questions or need to make changes to this arrangement, please do not hesitate to contact us at [Insert Contact Information].

Thank you for choosing [Company Name]. We appreciate your business!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]