

# Automatic Billing Explanation

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about the automatic billing process that we have implemented for your convenience.

As per our records, your account is set up for automatic billing which means that your payments will be deducted automatically from your preferred payment method on the scheduled due date. This ensures that you never miss a payment and helps you to manage your finances more effectively.

Here are some key points regarding the automatic billing:

- **Billing Cycle:** You will be charged on a [Monthly/Quarterly/Annual] basis.
- **Payment Method:** Your payments will be processed using the credit/debit card ending in [last four digits] or [Other Payment Method].
- **Notification:** You will receive a notification email 3 days prior to the billing date.
- **Cancellation:** You can cancel the automatic billing at any time by contacting our customer service.

If you have any questions or concerns regarding this process, please do not hesitate to reach out to our customer support team at [Customer Support Email] or call us at [Customer Support Phone Number].

Thank you for your continued support.

Best regards,

[Your Company Name]

[Your Company Contact Information]