

Payment Frequency Explanation Letter

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to provide you with an explanation of the regular payment frequency associated with your account/payment plan.

Your payment frequency is set to [insert frequency, e.g., monthly, bi-weekly, quarterly], meaning that payments will be due on [insert specific days or dates]. This frequency has been chosen to help you manage your financial commitments more effectively.

If you have any questions or require further assistance regarding your payment schedule, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]