

# Billing Account Setup Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are pleased to confirm the setup of your regular billing account with us. Your account details are as follows:

- **Account Number:** [Account Number]
- **Billing Cycle:** [Monthly/Quarterly/Yearly]
- **Payment Method:** [Credit Card/Bank Transfer/etc.]

Please ensure to review your account details and notify us of any discrepancies.

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

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]