

Payment Arrangement Confirmation

Dear [Customer's Name],

We are writing to confirm your payment arrangement for your recurring billing.

Account Number: [Account Number]

Recurring Amount: \$[Amount]

Payment Frequency: [Monthly/Bi-weekly/Weekly]

Payment Start Date: [Start Date]

Please ensure that there are sufficient funds in your account to cover the upcoming payments.

If you have any questions or need further assistance, please reach out to our customer service department at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]