

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my request for a recurring payment agreement with [Company's Name]. I would like to initiate a recurring payment of [amount] on a [weekly/monthly/quarterly] basis starting from [start date].

Here are the details of the recurring payment:

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

I authorize [Company's Name] to charge my account for the specified amount on the scheduled dates. Please confirm the receipt of this request and the establishment of the recurring payment agreement at your earliest convenience.

Thank you for your assistance. I look forward to your confirmation.

Sincerely,

[Your Name]