

# Instructions for Establishing Automatic Credit Card Payments

Dear [Recipient's Name],

We are pleased to offer you the convenience of automatic credit card payments for your monthly bills. Below are the steps to set up this feature:

## Step 1: Gather Information

- Your credit card number
- Expiration date
- CVV code
- Billing address

## Step 2: Access Your Account

Log into your account at [Company's Website URL]. If you do not have an account, please create one.

## Step 3: Navigate to Payment Settings

Once logged in, go to the "Billing" or "Payment Settings" section of your account.

## Step 4: Set Up Automatic Payments

Select the option for "Automatic Credit Card Payments" and enter your credit card information. Make sure to confirm the details are correct.

## Step 5: Review and Confirm

Review the terms and conditions of automatic payments. Confirm your setup by clicking the "Enable" button.

## Step 6: Confirmation

You will receive a confirmation email once your automatic payments are successfully activated.

If you have any questions or need assistance, please contact our customer support at [Customer Support Phone Number] or [Customer Support Email Address].

Thank you for choosing our service!

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