

# Credit Card Recurring Payment Agreement

Date: \_\_\_\_\_

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as an agreement between [Your Company Name] and [Recipient Name] regarding the recurring payment terms for the credit card transactions.

## Terms of Agreement:

1. **Payment Amount:** \$[amount] will be charged to your credit card.
2. **Payment Frequency:** Payments will be made [monthly/bi-weekly/quarterly] on the [specific date].
3. **Start Date:** The first payment will be charged on [start date].
4. **End Date:** This agreement is valid until [end date] or until canceled by either party with [notice period] notice.

By signing below, you agree to the terms stated above.

\_\_\_\_\_

[Recipient Name]

Date: \_\_\_\_\_

\_\_\_\_\_

[Your Name]

[Your Title]

[Your Company Name]

Date: \_\_\_\_\_

Thank you for your attention to this matter.

Sincerely,  
[Your Company Name]