

# Credit Card Staggered Billing Confirmation

Dear [Customer Name],

We are writing to confirm your request for staggered billing on your credit card account ending in [XXXX]. Below are the details of your new billing plan:

## Billing Schedule

- **Billing Frequency:** [Monthly/Quarterly]
- **First Payment Due:** [Date]
- **Payment Amount:** [Amount]
- **Payment Method:** [Credit Card/Debit Account]

## Account Details

Your account details are as follows:

- **Account Holder:** [Customer Name]
- **Account Number:** [Account Number]
- **Current Balance:** [Balance]

If you have any questions regarding this billing confirmation or need further assistance, please do not hesitate to contact our customer service team at [Phone Number] or [Email Address].

Thank you for choosing [Company Name]. We appreciate your business!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]