

# Inquiry for Recurring Payment Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the options available for setting up a recurring payment plan with your organization. Specifically, I would like to understand the different plans, their terms, and any applicable fees.

If possible, please provide additional details regarding:

- The payment frequencies available (e.g., weekly, monthly, annually)
- The minimum and maximum payment amounts
- Any penalties for missed payments
- How to modify or cancel the plan

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]