

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Changes to Your Automated Payment Plan

Dear [Customer Name],

This letter is to confirm that we have successfully updated your automated payment settings as requested on [Date of Modification].

Please review the updated details of your payment plan below:

- **Account Number:** [Account Number]
- **New Payment Amount:** \$[Amount]
- **Frequency:** [Monthly/Weekly/Bi-weekly]
- **Next Payment Date:** [Date]
- **Payment Method:** [Bank Account Ending in XXXX / Card Ending in XXXX]

No further action is required on your part. These changes will take effect starting with your next scheduled billing cycle. Please ensure that sufficient funds are available in your account to avoid any processing issues.

If you did not authorize these changes or if any of the information above is incorrect, please contact our customer service department immediately at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name/Department]

[Company Name]