

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Confirmation of Automated Deduction Payment Plan

Dear [Customer Name],

This letter confirms that your request for an automated deduction payment plan for account number [Account Number] has been approved and processed.

The details of your payment plan are as follows:

- **Total Amount Due:** \$[Total Amount]
- **Installment Amount:** \$[Amount per Deduction]
- **Frequency:** [Monthly/Weekly/Bi-weekly]
- **Start Date:** [Date of First Deduction]
- **Payment Method:** [Bank Account Ending in XXXX / Credit Card Ending in XXXX]

Payments will be automatically deducted on the [Date, e.g., 1st] of each scheduled period. Please ensure that sufficient funds are available in your account on these dates to avoid any unsuccessful transaction fees.

If you need to make changes to your banking information or wish to cancel this automated plan, please contact us at least [Number] business days before your next scheduled payment.

Thank you for your prompt attention to this matter. If you have any questions, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Title]
[Company Name]