

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Recurring Debit Payment Plan

Dear [Customer Name],

This letter confirms that your request to set up a recurring debit payment plan for your account [Account Number] has been successfully processed.

Please review the details of your payment plan below:

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

The specified amount will be automatically deducted from your account on each scheduled date. If the payment date falls on a weekend or holiday, the debit will occur on the following business day.

Please ensure that sufficient funds are available in your account to avoid any failed payment fees. If you need to update your payment information or cancel this authorization, please contact us at [Phone Number] at least [Number] business days before your next scheduled payment.

Thank you for your continued business.

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Information]