

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

**RE: Confirmation of Bi-Weekly Payment Arrangement**

Dear [Recipient Name],

This letter serves as formal confirmation of the bi-weekly payment arrangement agreed upon regarding [Account Number / Invoice Reference].

As discussed, the payment terms are as follows:

- **Payment Amount:** \$[Amount]
- **Frequency:** Every two weeks (Bi-weekly)
- **Start Date:** [Date of First Payment]
- **Next Payment Date:** [Date of Second Payment]
- **Payment Method:** [e.g., Bank Transfer, Check, Automatic Debit]

Please ensure that funds are available on the scheduled dates to avoid any late fees or disruption to the agreement. This arrangement will remain in effect until [Total Amount] is paid in full or until [End Date].

If you have any questions or if there is any discrepancy in these details, please contact me immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]