

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Bi-Weekly Payment Plan

Dear [Customer Name],

This letter is to confirm that your request to enroll in a bi-weekly payment plan for [Account/Loan Number] has been approved and processed.

Starting on [Start Date], payments will be withdrawn or due every two weeks. Please find the details of your new payment schedule below:

- **Bi-Weekly Payment Amount:** \$[Amount]
- **First Payment Date:** [Date]
- **Frequency:** Every two weeks (26 payments per year)
- **Payment Method:** [Direct Debit / Check / Online Portal]

By moving to this schedule, you will be making one extra full monthly payment each year, which may help reduce your balance faster and save on interest charges over the life of the account.

Please ensure that sufficient funds are available on each scheduled date to avoid any late fees or processing issues. If you have any questions or need to make changes to this plan, please contact us at [Phone Number] or [Email Address] at least [Number] days before your next scheduled payment.

Thank you for your continued business.

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Department Name]