

[Your Company Name]
[Street Address]
[City, State, Zip Code]
[Date]

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

Subject: Confirmation of Bi-Weekly Repayment Schedule

Dear [Customer Name],

This letter is to confirm that your request for a bi-weekly repayment schedule for your [Loan/Account Type] account number [Account Number] has been approved and processed.

Your new repayment details are as follows:

- **Repayment Amount:** \$[Amount]
- **Frequency:** Bi-weekly (Every two weeks)
- **Next Payment Due Date:** [Date]
- **Payment Method:** [Direct Debit / Manual Transfer / etc.]

Please ensure that sufficient funds are available in your nominated account every fortnight to avoid any late payment fees or penalties. This schedule will remain in effect until the balance is paid in full or a new arrangement is requested.

If you have any questions regarding this schedule or if there are any discrepancies in the details listed above, please contact our customer service department at [Phone Number] or [Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name/Department]
[Company Name]