

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Bi-Weekly Payment Agreement

Dear [Recipient Name],

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

As per our recent discussion, it has been agreed that payments will be made every two weeks according to the following terms:

- **Payment Amount:** \$[Amount]
- **Frequency:** Bi-weekly (Every two weeks)
- **Start Date:** [Start Date]
- **Payment Method:** [Direct Deposit/Check/Online Transfer]

The next scheduled payment is due on [Next Payment Date]. Please ensure that funds are available by this date to avoid any late fees or disruptions to the agreement.

If there are any discrepancies in the information above, or if you have any questions, please contact me immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Company Name]