

[Company Header/Logo]

[Date]

[Customer Name]

[Business Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Confirmation of Automatic Payment Plan Renewal - Account [Account Number]

Dear [Contact Person Name],

This letter confirms that your commercial automatic payment plan for the account referenced above has been successfully renewed for the upcoming period ending on [Expiration Date].

According to our records, your payments will continue to be processed automatically using the following payment method:

- **Payment Method:** [Credit Card / ACH Bank Transfer]
- **Account Ending In:** [Last 4 Digits]
- **Billing Cycle:** [Monthly / Quarterly / Annually]
- **Next Scheduled Payment Date:** [Date]

No further action is required from your side at this time. Please ensure that your payment information remains current to avoid any service interruptions. If you need to update your banking details or change your payment preferences, please log in to your portal at [Website URL] or contact our billing department.

We value your business and look forward to our continued partnership.

Sincerely,

[Sender Name]

[Title]

[Company Name]

[Phone Number]

[Email Address]