

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Automatic Payment Plan Renewal

Dear [Customer Name],

This letter is to confirm that your automatic payment plan for [Account/Service Name] has been successfully renewed.

As per your authorization, recurring charges will continue to be billed to the credit card currently on file. Please find the renewal details below:

- **Account Number:** [Account Number]
- **Renewal Date:** [Date]
- **Billing Frequency:** [Monthly/Quarterly/Annually]
- **Payment Amount:** \$[Amount]
- **Credit Card (Last 4 Digits):** [####]

No action is required on your part. Your next scheduled payment will be processed on [Next Payment Date].

If you wish to update your payment information, change your billing preferences, or cancel this automatic plan, please log in to your account at [Website URL] or contact our customer service department at [Phone Number].

Thank you for your continued business.

Sincerely,

[Sender Name]

[Company Name]

[Contact Information]