

Recurring Payment Authorization Email

Subject: Recurring Payment Authorization Confirmed

Dear [Service Provider],

This message confirms the establishment of recurring payment authorization for our ongoing service agreement.

Recurring Payment Setup:

Service: [Service Description]

Payment Amount: \$[Amount]

Frequency: [Monthly/Quarterly/Annual]

Start Date: [Date]

Payment Method: [Auto-debit/Credit Card/etc.]

Authorization ID: [Reference Number]

Payments will be automatically processed on the [specific date] of each [period]. You will receive confirmation of each payment via email. This authorization remains in effect until cancelled in writing with 30 days notice.

Please confirm receipt of this authorization and update your billing system accordingly.

Should you need to modify any terms or have questions about this arrangement, please contact our accounting department immediately.

Professional regards,

[Your Name]

[Title]

[Company]

[Contact Details]

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