Recurring service or product subscription

Subject: Subscription Order Setup - Monthly Delivery Service

Hello [Service Team],

I'm interested in setting up a recurring subscription order for your [service/product] delivery program. Here are my preferences and requirements:

Subscription Details:

- Service Type: [Monthly/Weekly/Quarterly]
- Product Preferences: [Specifications, sizes, types]
- Delivery Frequency: Every [timeframe]
- Subscription Duration: [Length or ongoing]

Delivery Information:

- Address: [Complete address with special instructions]
- Preferred Delivery Day: [Day of week]
- Preferred Time Window: [Morning/Afternoon/Evening]
- Leave Package Instructions: [Safe location if not home]

Account Preferences:

- Payment Method: [Auto-charge credit card/monthly invoice]
- Account Management: [Online portal access requested]
- Communication: [Email notifications for shipments]

Special Considerations:

- Dietary restrictions/allergies: [If applicable]
- Skip options: [Vacation holds, temporary stops]
- Modification policy: [Ability to change orders]

Please confirm the subscription setup and provide information about:

- First delivery date

- Account management portal access

- Cancellation/modification policies

- Customer service contact information

Thank you for offering this convenient service!

Best,

[Your Name]

[Phone Number]

[Email Address]

Get more templates here: https://www.lettersandtemplates.com/letters/placing-order-letter-sample