

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: Invoice for Conversion Fee - Installment Plan (Temporary to Permanent)

Dear [Customer Name],

This letter serves as a formal invoice for the conversion of your account from a Temporary Installment Plan to a Permanent Installment Plan.

As per our recent agreement, your payment schedule has been finalized. To complete this transition, a one-time conversion fee is required. Please find the billing details below:

- **Account Number:** [Account Number]
- **Conversion Date:** [Date of Conversion]
- **Conversion Fee Amount:** \$[Amount]
- **Due Date:** [Due Date]

Please remit payment by the due date mentioned above to ensure that your permanent installment schedule remains active without interruption. You may pay via [Payment Methods: e.g., online portal, check, or bank transfer].

If you have already made this payment, please disregard this notice. Should you have any questions regarding your new permanent plan or this invoice, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name/Department]
[Company Name]