

[Date]

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

Re: Confirmation of Payment Plan for Account Number: [Account Number]

Dear [Customer Name],

This letter serves as formal confirmation of the payment plan agreement reached on [Date Agreement Was Made] regarding the outstanding balance on your account.

We have agreed to the following resolution terms:

- **Total Outstanding Balance:** \$[Amount]
- **Installment Amount:** \$[Amount] per month
- **Number of Installments:** [Number]
- **First Payment Due Date:** [Date]
- **Subsequent Due Dates:** The [Day, e.g., 15th] of each month thereafter

Please ensure that payments are made by the specified due dates to keep this agreement in good standing. Payments can be made via [Payment Methods, e.g., online portal, check, or phone].

Upon receipt of the final payment as outlined in this plan, your account will be considered settled in full for the amount specified above.

If you have any questions or if your financial circumstances change, please contact our billing department immediately at [Phone Number] or [Email Address].

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Name/Representative Name]
[Company Name]
[Company Phone Number]