

[Your Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Date]

[Customer Name]
[Customer Address Line 1]
[Customer Address Line 2]
[City, State, Zip Code]

Subject: Confirmation of Monthly Installment Payment Plan

Dear [Customer Name],

This letter is to confirm that we have approved and set up a monthly installment payment plan for your account (Account Number: [Account Number]).

The details of your payment plan are as follows:

- **Total Balance Due:** \$[Total Amount]
- **Installment Amount:** \$[Monthly Amount]
- **Number of Payments:** [Total Number of Months]
- **Payment Due Date:** [Day of the Month, e.g., 5th] of every month
- **Plan Start Date:** [Start Date]
- **Plan End Date:** [End Date]

Please ensure that payments are received by the due date each month. Payments can be made via [List Payment Methods, e.g., online portal, check, or bank transfer].

Failure to make a scheduled payment may result in the cancellation of this agreement and the full balance becoming due immediately.

If you have any questions regarding this schedule, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]