

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Payment Plan for Account #[Account Number]

Dear [Customer Name],

This letter is to confirm that we have accepted your request for a payment plan regarding your past due balance of \$[Total Amount Owed].

As agreed, your payment schedule is as follows:

- **Installment Amount:** \$[Amount per Payment]
- **Frequency:** [Weekly/Monthly]
- **Start Date:** [Date of First Payment]
- **Number of Payments:** [Total Number of Installments]

Please ensure that payments are received by the [Date] of each [Month/Week]. Payments can be made via [Payment Method, e.g., online portal, check, or phone].

By following this schedule, no further collection actions will be taken against your account. However, failure to make a payment on time may result in the cancellation of this agreement and the full balance becoming due immediately.

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

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Department Name]