

[Date]

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

Subject: Confirmation of Payment Plan

Dear [Customer Name],

This letter is to confirm that we have approved a payment plan for your outstanding balance of \$[Total Amount Owed] on account number [Account Number].

According to our agreement, your payment schedule is as follows:

- Number of installments: [Number]
- Installment amount: \$[Amount]
- Payment frequency: [Monthly/Weekly]
- Start date: [Date]
- Final payment date: [Date]

Please ensure that payments are received by the [Day] of each [Month/Week]. Payments can be made via [Payment Method: Online/Check/Bank Transfer].

By following this schedule, no further collection actions will be taken, and no additional late fees will accrue during the duration of this plan, provided payments are made on time.

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

Sincerely,

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