

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

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

Re: Confirmation of Structured Payment Plan - Account #[Account Number]

Dear [Customer Name],

This letter serves as formal confirmation of the structured payment plan agreed upon regarding your outstanding balance of \$[Total Balance Amount].

As per our agreement, your payment schedule is established as follows:

- **Total Number of Payments:** [Number]
- **Installment Amount:** \$[Amount]
- **Payment Frequency:** [Monthly/Weekly/Bi-weekly]
- **Start Date:** [Date]
- **Final Payment Date:** [Date]

Please ensure that payments are received by the [Due Date] of each period. Payments can be made via [Payment Method: Online Portal/Check/Bank Transfer].

By adhering to this schedule, no further collection actions will be taken, and no additional interest or late fees will be applied to this balance, provided all payments are made on time. Failure to meet the terms of this agreement may result in the full balance becoming due immediately.

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

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Name/Department Name]
[Your Title]