

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Bi-Weekly Installment Agreement

Dear [Customer Name],

This letter confirms the bi-weekly installment payment agreement reached between [Company Name] and [Customer Name] regarding the outstanding balance on account number [Account Number].

As per our agreement, the payment terms are as follows:

- **Total Balance Owed:** \$[Total Amount]
- **Installment Amount:** \$[Amount per Payment]
- **Payment Frequency:** Every two weeks (Bi-weekly)
- **Start Date:** [Date of First Payment]
- **Number of Payments:** [Total Number of Installments]

Payments should be made via [Payment Method, e.g., Credit Card, Bank Transfer, Check]. Please ensure that funds are available on the scheduled dates to avoid any late fees or a breach of this agreement.

By following this schedule, your balance is expected to be paid in full by [Final Payment Date].

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

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]