

[Date]

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

Subject: Approval of Monthly Installment Payment Plan

Dear [Customer Name],

We are writing to inform you that your request for a monthly installment payment plan regarding account [Account Number] has been formally approved.

The terms of your approved payment plan are as follows:

- **Total Balance Due:** \$[Total Amount]
- **Down Payment (if applicable):** \$[Amount] due by [Date]
- **Monthly Installment Amount:** \$[Amount]
- **Number of Payments:** [Number] months
- **Payment Due Date:** [Day] of each month
- **Start Date:** [Date of First Payment]

Please ensure that payments are received by the due date each month to remain in good standing. Payments can be made via [Payment Method, e.g., online portal, check, or bank transfer].

Failure to make timely payments may result in the cancellation of this agreement and the full remaining 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].

Sincerely,

[Your Name/Name of Representative]
[Your Title]
[Company Name]