

[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

Re: Approval of Monthly Installment Plan - Account Number: [Account Number]

Dear [Customer Name],

We are writing to formally approve your request for a monthly installment plan regarding your outstanding balance of \$[Total Balance Amount].

As per our agreement, the terms of your repayment plan are as follows:

- **Monthly Payment Amount:** \$[Amount]
- **Payment Due Date:** [Day] of each month
- **Start Date:** [Date of First Payment]
- **Number of Installments:** [Number] months
- **Interest Rate:** [Rate]% (if applicable)

Payments can be made via [List Payment Methods, e.g., Online Portal, Check, or Bank Transfer]. Please ensure that payments are received by the due date to avoid late fees or the cancellation of this agreement.

Failure to make consecutive payments may result in the full balance becoming due immediately and further collection actions may be taken.

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

Sincerely,

[Sender Name]  
[Title]  
[Company Name]