

[Current Date]

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

Subject: Finalized Monthly Installment Repayment Schedule

Dear [Recipient Name],

This letter serves as formal notification regarding the finalized repayment schedule for your outstanding balance of \$[Total Amount]. Based on our recent agreement, your repayment plan has been structured as follows:

Total Loan/Debt Amount: \$[Amount]
Interest Rate (if applicable): [Rate]%
Monthly Installment Amount: \$[Amount]
Total Number of Installments: [Number]
Start Date: [Date]
End Date: [Date]

Please find the detailed payment breakdown below:

Installment No.	Due Date	Payment Amount	Remaining Balance
1	[Date]	[\$Amount]	[\$Amount]
2	[Date]	[\$Amount]	[\$Amount]
...

Payments should be made via [Payment Method, e.g., Bank Transfer, Check] to the following account:

[Account Name]
[Account Number/Details]

Please ensure that payments are received by the due date of each month to avoid late fees or penalties. If you have any questions regarding this schedule, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]