

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Monthly Installment Payment Plan

Dear [Customer Name],

This letter serves as formal confirmation that we have approved and set up a monthly installment payment plan for your account, [Account Number].

The details of your payment plan are as follows:

- **Total Balance Owed:** \$[Total Amount]
- **Monthly Installment Amount:** \$[Monthly Amount]
- **Payment Due Date:** [Day of the Month, e.g., 5th] of each month
- **Plan Start Date:** [Start Date]
- **Number of Installments:** [Total Number of Payments]

Please ensure that payments are made by the due date mentioned above to keep your account in good standing. Payments can be made via [Payment Method, e.g., online portal, check, or automatic bank transfer].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Department]