

[Company Name]  
[Address Line 1]  
[Address Line 2]  
[Date]

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

**Subject: Confirmation of Monthly Debt Installment Payment**

Dear [Recipient Name],

This letter serves as official confirmation that we have received your monthly installment payment for the month of [Month, Year].

**Payment Details:**

- Account Number: [Account Number]
- Date Received: [Date]
- Payment Amount: [Amount]
- Payment Method: [Method of Payment]

**Account Summary:**

- Total Outstanding Balance Before Payment: [Amount]
- Remaining Balance: [Amount]
- Next Payment Due Date: [Date]

Your account is currently in good standing. Please keep this letter for your personal records as proof of payment.

If you have any questions regarding your balance or the terms of your repayment agreement, please contact our billing department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]  
[Name of Authorized Representative]  
[Title/Department]