

[Date]

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

Subject: Confirmation of Monthly Installment Plan - Account #[Account Number]

Dear [Customer Name],

This letter serves as formal confirmation that we have accepted your request for a monthly installment plan to resolve the past due balance on your account.

The agreed-upon terms of your payment plan are as follows:

- **Total Past Due Amount:** \$[Total Amount]
- **Monthly Installment Amount:** \$[Installment Amount]
- **Number of Installments:** [Number]
- **Payment Start Date:** [Date]
- **Payment Due Date:** [Day of the month, e.g., 15th] of each month

Payments can be made via [Payment Method: Online, Check, Phone, etc.]. Please ensure that your payments are received by the due date each month to remain in good standing and avoid further collection actions or late fees.

Once the final installment is paid, your account will be considered current regarding this specific balance. If you experience any difficulties in making a scheduled payment, please contact our billing department immediately at [Phone Number] or [Email Address].

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Name/Representative Name]
[Company Name]
[Department Name]