

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Street Address]
[City, State, Zip Code]

RE: Confirmation of Debt Installment Payment Plan

Dear [Recipient Name],

This letter serves as formal confirmation of the agreement reached between [Your Company Name] and [Recipient Company Name] on [Date of Agreement] regarding the outstanding balance for [Invoice Number / Account Number].

The total outstanding debt is confirmed as \$[Total Amount]. Both parties have agreed to settle this balance through an installment plan under the following terms:

- **Initial Payment:** \$[Amount] due on [Date]
- **Installment Amount:** \$[Amount] per [Month/Week]
- **Number of Payments:** [Number] payments
- **Payment Schedule:** Payments are to be made on the [Day] of each [Month/Week]
- **Final Payment Date:** [Date]

Payments should be made via [Payment Method: Wire Transfer / Check / ACH].

Please note that this agreement is contingent upon the timely receipt of all payments. Should any payment be missed or late, the full remaining balance will become due immediately, and [Your Company Name] reserves the right to pursue further legal or collection actions.

If you agree with the terms outlined above, please sign a copy of this letter and return it to us by [Date].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Acknowledgment and Acceptance:

I, [Name of Authorized Representative], acting on behalf of [Recipient Company Name], hereby accept the terms of the installment plan as described above.

Signature: _____ Date: _____