

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Payment Schedule for Delinquent Account #[Account Number]

Dear [Client Contact Name],

This letter serves to formalize the payment schedule agreed upon regarding your outstanding balance of \$[Total Amount Owed]. As of [Date], your account remains past due.

To assist in bringing your account back to good standing, we have approved the following installment plan:

- Payment 1: \$[Amount] due on [Date]
- Payment 2: \$[Amount] due on [Date]
- Payment 3: \$[Amount] due on [Date]
- Final Payment: \$[Amount] due on [Date]

Please note that this agreement is contingent upon all payments being received by the specified dates. Failure to adhere to this schedule may result in the immediate suspension of services and further collection actions.

Payments can be made via [Payment Method: e.g., Wire Transfer, ACH, Credit Card] through our portal at [Website Link] or by calling [Phone Number].

We value your business and look forward to resolving this matter promptly. If you have any questions regarding this schedule, please contact the Billing Department at [Email/Phone].

Sincerely,

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