

[Current Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

Subject: Confirmation of Payment Arrangement - Invoice #[Invoice Number]

Dear [Recipient Name],

This letter serves as formal confirmation of the payment arrangement agreed upon regarding the outstanding commercial invoice referenced below:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Date]
- **Total Balance Due:** [Currency/Amount]

Based on our discussion on [Date of Agreement], we have agreed to the following payment schedule:

[Option 1: Full Payment on Specific Date]

The full balance of [Amount] will be paid no later than [Date].

[Option 2: Installment Plan]

The balance will be paid in [Number] installments as follows:

- [Amount] on [Date]
- [Amount] on [Date]
- [Amount] on [Date]

Payments should be made via [Payment Method: e.g., Wire Transfer, ACH, Check] using the following details:

[Bank Name]  
[Account Name]  
[Account Number/IBAN]  
[Swift/BIC Code]

Please note that this arrangement is contingent upon timely payments. Failure to adhere to this schedule may result in the resumption of standard collection procedures.

If you have any questions, please contact [Contact Name] at [Phone Number] or [Email].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]