

[Company Letterhead]

[Date]

[Contact Name]

[Client Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: Approval of Payment Plan for Account #[Account Number]

Dear [Contact Name],

This letter serves as official notification that [Our Company Name] has approved your request for a formal payment plan regarding the outstanding balance of \$[Total Amount Owed] on your corporate account.

The agreed-upon installment schedule is as follows:

- **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 ensure that all payments are received by the specified dates to maintain this agreement and avoid any interruption to your services or late fees. Payments can be made via [Payment Method: Wire Transfer/ACH/Check].

If you have any questions regarding this schedule, please contact our Accounts Receivable department at [Phone Number] or [Email Address].

We appreciate your business and your commitment to settling this balance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Our Company Name]