

[Date]
[Recipient Name]
[Recipient Job Title]
[Company Name]
[Recipient Address]

Subject: Confirmation of Installment Payment Plan - Account [Account Number]

Dear [Recipient Name],

This letter serves as formal confirmation of the installment payment agreement reached between [Your Company Name] and [Recipient Company Name] regarding the outstanding balance of \$[Total Amount Owed].

To resolve this balance, both parties have agreed to the following payment schedule:

- **Total Debt:** \$[Total Amount]
- **Number of Installments:** [Number]
- **Installment Amount:** \$[Amount per Payment]
- **Frequency:** [Monthly/Weekly]
- **Start Date:** [Date of First Payment]
- **Final Payment Date:** [Date of Last Payment]

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

[Bank Name]
[Account Holder Name]
[Account Number]
[Routing/Swift Number]

Please be advised that this agreement is contingent upon the timely receipt of each installment. Failure to meet any of the payment dates listed above may result in the full remaining balance becoming due immediately and could lead to further collection actions.

Please acknowledge your agreement to these terms by signing and returning a copy of this letter.

Sincerely,

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

Acknowledgment and Acceptance:

I, [Recipient Name], acting on behalf of [Recipient Company Name], hereby agree to the terms and conditions set forth in this installment plan.

Signature: _____

Date: _____