

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Payment Plan Confirmation for Invoice(s): [Invoice Number(s)]

Dear [Recipient Name],

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

As discussed, [Client Company Name] has agreed to settle the balance according to the following schedule:

- **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 payments are made via [Payment Method: e.g., ACH, Wire Transfer, Check].

By following this schedule, [Your Company Name] agrees to pause further collection activities. Please note that failure to meet any of the payment deadlines listed above may result in the total remaining balance becoming due immediately and the reinstatement of standard collection procedures.

We appreciate your cooperation in resolving this matter. If you have any questions, please contact our accounts department at [Phone Number] or [Email].

Sincerely,

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