

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Date]

[Customer Name]
[Customer Address Line 1]
[City, State, Zip Code]

Subject: Confirmation of Graduated Payment Plan

Dear [Customer Name],

This letter is to confirm that your request for a Graduated Payment Plan for your account [Account Number] has been approved and processed.

Under this plan, your monthly payments will start at a lower amount and increase at set intervals over the term of the repayment period. Below is your initial payment schedule:

- **Current Balance:** \$[Amount]
- **Initial Monthly Payment:** \$[Amount]
- **Payment Start Date:** [Date]
- **Next Scheduled Increase:** [Date]
- **Projected New Amount:** \$[Amount]

Please note that while the initial payments are lower, interest will continue to accrue on your principal balance. You may make payments higher than the scheduled amount at any time without penalty to reduce the total interest paid.

Enclosed is a full breakdown of your projected payment increases over the life of the plan. Please review this carefully and keep it for your records.

If you have any questions or if your financial situation changes, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Title]
[Company Name]