

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Confirmation of Increased Installment Payment - Account Number: [Account Number]

Dear [Customer Name],

This letter serves as formal confirmation that your installment payment plan for the above-referenced account has been updated at your request.

Starting on [Date of First Increased Payment], your installment amount will increase from [Old Amount] to [New Amount].

Updated Payment Schedule:

- **New Installment Amount:** [New Amount]
- **Frequency:** [e.g., Monthly/Bi-weekly]
- **Effective Date:** [Date]
- **Next Payment Due Date:** [Date]

All other terms and conditions of your original agreement remain in effect. This increase will help you pay off your remaining balance of [Total Remaining Balance] more quickly, reducing the total interest paid over the life of the plan.

Please ensure that your payment method (auto-pay, check, or bank transfer) is updated to reflect this new amount by the effective date mentioned above.

If you have any questions regarding this change or your account balance, please contact our customer service department at [Phone Number] or [Email Address].

Thank you for your continued commitment to your payment obligations.

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Department Name]