

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Confirmation of Progressive Repayment Schedule

Dear [Recipient Name],

This letter serves as formal confirmation of the agreed-upon progressive repayment schedule regarding your outstanding balance of \$[Total Amount Owed] for [Account Number/Reference].

As per our recent discussion, your payments will increase over time according to the following schedule:

- **Phase 1:** \$[Amount] per [Month/Week] starting on [Date] for [Number] installments.
- **Phase 2:** \$[Increased Amount] per [Month/Week] starting on [Date] for [Number] installments.
- **Phase 3:** \$[Final Amount] per [Month/Week] starting on [Date] until the balance is paid in full.

Please ensure that payments are received by the [Day] of each period. Payments can be made via [Payment Method].

By following this progressive plan, your estimated completion date for the repayment will be [Final Payment Date]. Failure to adhere to this schedule may result in the voiding of this agreement and the requirement of immediate full payment.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]