

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

[Date]

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

Subject: Acknowledgment of Structured Graduated Payment Plan

Dear [Recipient Name],

This letter serves as formal acknowledgment and confirmation of the Graduated Payment Plan agreed upon regarding your account [Account/Reference Number]. As per our recent discussion, we have approved a structured repayment schedule that allows for incremental increases in your payment amounts over time.

The agreed-upon payment structure is as follows:

Phase 1: [Amount] per month from [Start Date] to [End Date]
Phase 2: [Amount] per month from [Start Date] to [End Date]
Phase 3: [Amount] per month from [Start Date] to [End Date]
Final Balance Due: [Total Remaining Balance]

Please ensure that each payment is received by the [Day] of each month. Payments can be made via [Payment Method].

By following this schedule, you will successfully satisfy the total outstanding balance of [Total Debt Amount] by [Projected Completion Date]. Please note that failure to adhere to this graduated schedule may result in the cancellation of this agreement and the requirement of immediate payment of the full remaining balance.

If you have any questions or if your financial circumstances change, please contact our office immediately at [Phone Number].

Sincerely,

[Your Name/Authorized Signature]
[Your Title]