

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

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

Subject: Confirmation of Irregular Payment Schedule for [Account/Invoice Number]

Dear [Recipient Name],

This letter serves as formal confirmation of the irregular payment schedule we have agreed upon regarding the outstanding balance of [Total Amount Owed] for [Purpose of Payment/Service Provided].

Due to the nature of your current cash flow, we have approved the following non-standard payment dates and amounts:

- **Payment 1:** [Amount] due on [Date]
- **Payment 2:** [Amount] due on [Date]
- **Payment 3:** [Amount] due on [Date]
- **Payment 4:** [Amount] due on [Date]

Please ensure that each payment is received by the dates listed above to maintain your account in good standing. Failure to adhere to this specific schedule may result in [Late Fees/Interest/Service Interruption].

If your financial situation changes and you are able to settle the balance sooner, or if you anticipate a delay with any of these specific dates, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your cooperation and for keeping us informed of your situation.

Sincerely,

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