

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

[Date]

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

**RE: Confirmation of Payment Schedule for Account #[Account Number]**

Dear [Debtor Name],

This letter serves to formally confirm the payment schedule agreed upon on [Date Agreement Was Made] regarding the outstanding balance of \$[Total Amount Owed] on your account.

As per our agreement, you have committed to repaying this debt according to the following schedule:

- **Installment Amount:** \$[Amount per Payment]
- **Payment Frequency:** [e.g., Weekly / Bi-weekly / Monthly]
- **Start Date:** [Date of First Payment]
- **Number of Installments:** [Number]
- **Final Payment Date:** [Date]

Payments should be made via [Payment Method: e.g., Bank Transfer, Check, Online Portal]. Please ensure that all payments are received by the [Day of the week/Date] of each [Month/Week] to avoid further collection actions.

By following this schedule, no further interest or late fees will be applied to this account, provided all payments are made on time. Failure to adhere to this schedule may result in the full balance becoming due immediately and the initiation of further recovery procedures.

Please sign and return a copy of this letter to acknowledge your agreement to these terms, or reply to this email with your confirmation.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Position]