

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

[Date]

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

Subject: Approval of Payment Plan for Account #[Account Number]

Dear [Customer Name],

This letter is to formally notify you that your request for a payment plan regarding your delinquent account has been approved. As of [Date], your total outstanding balance is \$[Total Amount].

The agreed-upon payment schedule is as follows:

- **Installment Amount:** \$[Amount]
- **Frequency:** [Weekly/Monthly]
- **Start Date:** [Date]
- **Number of Payments:** [Number]

Please ensure that each payment is received by the [Day] of each [Month/Week]. Payments can be made via [Payment Method, e.g., online portal, check, or bank transfer].

Please be advised that this approval is contingent upon consistent and timely payments. Failure to meet the terms of this agreement may result in the immediate cancellation of the plan and further collection actions.

If you have any questions, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Company Name]