

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

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

Subject: Confirmation of Monthly Payment Plan Agreement

Dear [Recipient Name],

This letter serves as formal confirmation that we have accepted your request for a monthly payment plan regarding your outstanding balance of \$[Total Amount Owed] for [Account/Reference Number].

As per our agreement, the terms of your payment plan are as follows:

- **Monthly Payment Amount:** \$[Amount]
- **Payment Due Date:** [Day] of each month
- **Start Date:** [Date of First Payment]
- **End Date:** [Date of Final Payment]
- **Method of Payment:** [Check/Credit Card/Bank Transfer]

Please ensure that payments are received by the due date specified above to remain in good standing. Failure to make payments on time may result in the cancellation of this agreement and the full balance becoming due immediately.

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

Thank you for your cooperation.

Sincerely,

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