

Current Date: [Date]

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

Re: Payment Plan Confirmation for Account #[Account Number]

Dear [Customer Name],

This letter is to confirm that we have accepted your request for a payment plan regarding your outstanding balance of \$[Total Balance].

As per our agreement, you have committed to the following payment schedule:

- **Installment Amount:** \$[Amount]
- **Frequency:** [Weekly / Bi-Weekly / Monthly]
- **Start Date:** [Date of First Payment]
- **Number of Payments:** [Total Number of Installments]

Please ensure that payments are received on or before the due dates. Payments can be made via [Payment Method: Online, Check, Bank Transfer].

By following this schedule, no further collection actions will be taken against your account. However, failure to make a payment on time may result in the cancellation of this plan and the full balance becoming due immediately.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Contact Information]