

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

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

Dear [Customer Name],

This letter serves as formal confirmation of the payment plan agreement we reached on [Date] regarding your past due balance of \$[Total Amount Owed].

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

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

Please ensure that all payments are received by the [Due Date] of each period. Payments can be made via [Payment Method, e.g., online portal, check, or phone].

By adhering to this schedule, no further collection actions will be taken against your account. However, failure to make a payment as scheduled 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 immediately at [Phone Number] or [Email Address].

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Name/Representative Name]

[Your Company Name]

[Your Title]