

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Installment Fee Payment Plan

Dear [Recipient Name],

This letter serves as formal confirmation of the installment payment plan agreed upon for the outstanding balance of \$[Total Amount Owed] regarding [Account Number/Invoice Reference].

As per our agreement, the payment schedule is as follows:

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

Payments should be made via [Payment Method: e.g., Bank Transfer, Check, Credit Card] no later than the [Day, e.g., 5th] of every month.

Please note that failure to make payments according to this schedule may result in the cancellation of this agreement and the immediate requirement of the full remaining balance.

If you have any questions or if any of the information above is incorrect, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]