

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of Payment Arrangement

We are writing to confirm your payment arrangement regarding your account with [Your Company Name].

As discussed, the terms of your payment arrangement are as follows:

- Total Amount Due: [Total Amount]
- Payment Plan: [e.g., monthly installments]
- Amount Due Each Payment: [Amount]
- Payment Due Date: [Due Date for each payment]
- Start Date: [Start Date]
- End Date: [End Date]

Please ensure that payments are made as agreed in order to avoid any late fees or disruptions to your account. Should you have any questions or need to discuss this arrangement further, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]