

Payment Arrangement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to confirm the ongoing payment arrangement regarding your account with [Company Name]. We appreciate your cooperation and commitment to maintaining your financial obligations.

As per our discussion on [Insert Date of Discussion], the details of your payment arrangement are as follows:

- **Total Amount Owed:** \$[Total Amount]
- **Monthly Payment Amount:** \$[Monthly Payment]
- **Payment Due Date:** [Due Date]
- **Start Date of Payment Arrangement:** [Start Date]

Please ensure that your payments are made by the due date to avoid any disruptions. If you have any questions or need further assistance, do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]