

# Payment Arrangement Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm our agreement regarding the scheduled payment arrangement for my outstanding balance. As discussed, I propose the following payment schedule:

- **Amount Due:** \$[Total Amount]
- **Payment Schedule:**
  - Payment 1: \$[Amount] due on [Date]
  - Payment 2: \$[Amount] due on [Date]
  - Payment 3: \$[Amount] due on [Date]

I appreciate your understanding and flexibility in this matter. Please confirm that you agree to the proposed payment arrangement. If you have any questions or need to discuss further, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]