

Acceptance of Payment Plan Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your proposal regarding the payment plan for [specific details or services]. I am writing to formally accept the terms outlined in your proposal dated [insert date of the proposal].

I agree to the following payment terms:

- Amount to be Paid: [Insert Amount]
- Payment Schedule: [Insert Schedule]
- Method of Payment: [Insert Method]

Please let me know if you require any additional information or documentation to proceed with this agreement. I look forward to fulfilling this arrangement and appreciate your cooperation.

Thank you for your understanding.

Sincerely,

[Your Name]