

# Payment Arrangement Acknowledgment

Date: [Insert Date]

From: [Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

To: [Recipient Name] [Recipient Address] [City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge the proposed payment arrangement discussed on [Insert Date of Discussion]. We appreciate your willingness to work with us regarding the outstanding balance of [Insert Amount].

As per our discussion, the following payment arrangement has been agreed upon:

- Payment Amount: [Insert Amount]
- Payment Due Date: [Insert Due Date]
- Payment Frequency: [Weekly/Monthly, etc.]

Please confirm your acceptance of this arrangement by signing and returning a copy of this letter. Should you have any questions or need further clarification, feel free to reach out to us at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name] [Your Position] [Your Company]

Enclosure: Copy of Proposed Payment Arrangement