

Payment Plan Agreement Confirmation

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the details of your payment plan agreement made on [Agreement Date]. Below are the terms of the agreement:

- Total Amount: \$[Total Amount]
- Payment Amount: \$[Monthly Payment]
- Payment Due Date: [Due Date]
- Number of Payments: [Number of Payments]

If you have any questions or need further clarification regarding the payment plan, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]