

# Payment Schedule Setup Information

Date: **[Insert Date]**

Recipient: **[Recipient Name]**

Address: **[Recipient Address]**

**Dear [Recipient Name],**

We are pleased to provide you with the payment schedule setup information as requested. Below are the details:

## Payment Schedule

Due Date	Payment Amount	Payment Method
[Due Date 1]	[Amount 1]	[Method 1]
[Due Date 2]	[Amount 2]	[Method 2]

If you have any questions regarding the payment schedule, please do not hesitate to reach out.

Thank you for your attention to this matter.

**Sincerely,**

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]