

Payment Plan Confirmation

Dear [Recipient's Name],

We are pleased to confirm your payment plan as discussed. Here are the details:

Payment Plan Details

- **Total Amount:** \$[Total Amount]
- **Number of Payments:** [Number of Payments]
- **Payment Amount:** \$[Payment Amount] per installment
- **Payment Due Dates:**
 - [Due Date 1]
 - [Due Date 2]
 - [Due Date 3]
 - ...

Please make your payments on or before the scheduled due dates to avoid any late fees.

If you have any questions or require further assistance, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]