

# Verification of Installment Repayment Plan

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter is to verify the installment repayment plan established between [Your Company's Name] and [Recipient's Name]. Below are the details of the repayment agreement:

- **Loan/Account Number:** [Insert Loan/Account Number]
- **Total Amount:** [Insert Total Amount]
- **Monthly Payment Amount:** [Insert Monthly Payment Amount]
- **Number of Installments:** [Insert Number of Installments]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]

We request you to adhere strictly to the repayment schedule to avoid any potential penalties. Should you have any questions regarding this agreement, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Address]

[City, State, ZIP Code]