

Rent Payment Installment Plan Acceptance Confirmation

Date: [Insert Date]

To:

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We are pleased to confirm the acceptance of your request for a rent payment installment plan for the property located at [Property Address].

As per our agreement, the total rent due of [Total Amount] will be paid in installments. The payment schedule is as follows:

- [Installment Amount] due on [Due Date 1]
- [Installment Amount] due on [Due Date 2]
- [Installment Amount] due on [Due Date 3]

We appreciate your proactive approach in managing your rental payments and remain committed to accommodating your needs. Please ensure that payments are made on or before the due dates mentioned above.

If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]