

Installment Debt Payment Schedule Confirmation

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the installment debt payment schedule as discussed. Below are the details of the payment agreement:

Payment Schedule

Payment Number	Due Date	Amount Due
1	[Due Date 1]	[\$[Amount 1]]
2	[Due Date 2]	[\$[Amount 2]]
3	[Due Date 3]	[\$[Amount 3]]

Please ensure that payments are made by the specified due dates to avoid any late fees. If you have any questions or need further assistance, feel free to contact us.

Thank you for your attention to this matter. We look forward to your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]