

Payment Schedule Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm our agreement concerning your manageable payment schedule for the outstanding balance of [Total Amount Due]. This letter outlines the terms of the payment plan we discussed.

Payment Schedule:

- **Initial Payment:** \$[Amount] due by [Due Date]
- **Monthly Payments:** \$[Amount] due on the [Day] of each month
- **Final Payment:** \$[Amount] due by [Final Due Date]

Please ensure that all payments are made on time to avoid any late fees. If you have any questions or concerns regarding this payment schedule, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]