

# Payment Arrangement Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to confirm our scheduled payment arrangement concerning my account [Account Number or Reference].

As agreed, I will make the following payments:

- Payment of [Amount] due on [Date]
- Payment of [Amount] due on [Date]
- Payment of [Amount] due on [Date]

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]