

# Payment Arrangement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the sequenced payment arrangement we discussed regarding your account with us. Below are the details of your payment schedule:

## Payment Schedule:

- 1st Payment: [Amount] due on [Date]
- 2nd Payment: [Amount] due on [Date]
- 3rd Payment: [Amount] due on [Date]
- Final Payment: [Amount] due on [Date]

Please ensure that each payment is made by the due date to avoid any late fees or disruptions in service.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]