

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 payment arrangement discussed on [Insert Date of Discussion]. As per our agreement, you will be making payments towards your outstanding balance of [Insert Amount]. The details of the arrangement are as follows:

- Payment Amount: [Insert Payment Amount]
- Payment Frequency: [Weekly/Bi-weekly/Monthly]
- Next Payment Due Date: [Insert Next Due Date]

We appreciate your commitment to resolving your account balance and are here to assist you throughout this process. If you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]