

# Payment Schedule Confirmation

Dear [Recipient's Name],

We are writing to confirm the new payment schedule for your account with us. Below are the details of your updated payment plan:

## Payment Schedule Details

- Amount Due: \$[Amount]
- Due Date: [Due Date]
- Payment Frequency: [Monthly/Quarterly/Annually]
- Next Payment Date: [Next Payment Date]

If you have any questions or need further assistance regarding your payment schedule, please do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Contact Information]