

Payment Agreement Confirmation

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to confirm the payment agreement established between [Your Company Name] and yourself regarding the payment plan for [describe the service/product].

Payment Details:

- Total Amount: \$[Insert Total Amount]
- Initial Payment: \$[Insert Initial Payment] due on [Insert Due Date]
- Monthly Payment: \$[Insert Monthly Payment] due on [Insert Due Date of each month]
- Final Payment Due Date: [Insert Final Due Date]

If you have any questions regarding this payment agreement, please feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]