

Ongoing Payment Schedule Information

Dear [Recipient's Name],

We are writing to provide you with the details of your ongoing payment schedule.

Payment Date	Amount Due	Status
[Date 1]	[Amount 1]	[Status 1]
[Date 2]	[Amount 2]	[Status 2]
[Date 3]	[Amount 3]	[Status 3]

If you have any questions regarding this schedule, please feel free to reach out to us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company]