

Installment Payment Plan Verification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a verification of your installment payment plan with [Company Name]. Below are the details of your agreement:

- **Plan Number:** [Plan Number]
- **Total Amount:** [Total Amount]
- **Installment Amount:** [Installment Amount]
- **Number of Installments:** [Number of Installments]
- **Due Date for Each Installment:** [Due Date]

Please ensure that your payments are made on or before the due date to avoid any late fees.

If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for choosing [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]