

Payment Schedule Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm the payment schedule for [Specify Service/Product/Agreement].
Below are the details:

Payment Schedule

Payment Number	Due Date	Amount	Status
1	[Insert Date]	[Insert Amount]	[Paid/Pending]
2	[Insert Date]	[Insert Amount]	[Paid/Pending]
3	[Insert Date]	[Insert Amount]	[Paid/Pending]

If you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]