

Payment Arrangement Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to confirm our payment arrangement made on [Insert Date]. According to our conversation, the agreed-upon terms are as follows:

- Total Amount Due: \$[Amount]
- Initial Payment: \$[Amount] due by [Due Date]
- Subsequent Payments: \$[Amount] due on [Frequency of Payments]
- Final Payment Date: [Final Due Date]

Please let me know if there are any discrepancies in this arrangement. I appreciate your cooperation and understanding.

Thank you.

Sincerely,

[Your Name]

[Your Title, if applicable]