

# Payment Plan Agreement Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the payment plan agreement established on [Insert Date of Agreement]. Below are the details of the payment plan:

- Payment Amount: [Insert Amount]
- Due Date: [Insert Due Date]
- Total Installments: [Insert Number of Installments]
- Payment Method: [Insert Payment Method]

Please ensure that all 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 [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]