

Payment Schedule Acknowledgment

Date: [Insert Date]

To,

[Borrower's Name]
[Borrower's Address]
[City, State, Zip Code]

Dear [Borrower's Name],

We are writing to acknowledge the receipt of your payment schedule for the loan/account number [Insert Account Number]. We appreciate your commitment to timely payment.

Below is the agreed payment schedule:

- Payment 1: [Amount] due on [Due Date]
- Payment 2: [Amount] due on [Due Date]
- Payment 3: [Amount] due on [Due Date]
- Payment 4: [Amount] due on [Due Date]

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

If you have any questions regarding this schedule, feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Contact Information]