

Follow-Up for Payment Plan Review

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussion regarding the payment plan we have in place. As we agreed, I would like to review the terms and ensure that everything is aligned with our current circumstances.

Please let me know a convenient time for us to schedule this review. I believe that a thorough discussion will benefit both parties by ensuring clarity and satisfaction with the payment plan.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]