

Scheduled Payment Arrangement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the scheduled payment arrangement regarding your account with us. As discussed, we have agreed on the following payment schedule:

- Amount Due: [Insert Amount]
- Payment Frequency: [Weekly/Bi-Weekly/Monthly]
- First Payment Due Date: [Insert Date]
- Final Payment Due Date: [Insert Date]

Please ensure that payments are made on or before the due dates to avoid any penalties or disruptions in service. If you have any questions or need further assistance, feel free to reach out to us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]