

Payment Arrangement Confirmation

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

We are writing to confirm the payment arrangement we discussed regarding your educational fees for the [Specify Term/Program]. Below are the details of your payment plan:

- Total Fees Due: \$[Total Amount]
- Initial Payment: \$[Initial Amount] due by [Due Date]
- Monthly Payment Amount: \$[Monthly Amount]
- Payment Start Date: [Start Date]
- Payment End Date: [End Date]

Please ensure that payments are made on time to avoid any late fees. If you have any questions or need to discuss this arrangement, feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]