

# Payment Arrangement Confirmation

Date: [Insert Date]

Dear [Customer's Name],

We are writing to confirm your payment arrangement for the installment plan regarding your account [Account Number]. Below are the details of the payment plan:

## Payment Plan Details

- Total Amount Due: \$[Total Amount]
- Number of Installments: [Number of Installments]
- Installment Amount: \$[Installment Amount]
- Payment Due Dates: [List of Due Dates]

Please ensure that payments are made by the due dates to avoid any penalties or delinquencies. Should you have any questions or need further assistance, do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]