

Payment Arrangement Confirmation

Date: [Insert Date]

Dear [Client's Name],

We are writing to confirm the payment arrangement for the services rendered to you on [Insert Service Date]. As discussed, the total amount due is [Insert Total Amount].

Details of the payment arrangement are as follows:

- Initial Payment Due: [Insert Initial Payment Amount] by [Insert Due Date]
- Subsequent Payments: [Insert Amount] due on [Insert Payment Schedule]
- Payment Method: [Insert Payment Method]

Please feel free to reach out if you have any questions or require further clarification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]