

Payment Arrangement Confirmation

Date: [Insert Date]

Dear [Customer Name],

We are writing to confirm your payment arrangement for your utility bills. As per our discussion, we are pleased to confirm that the following payment schedule has been agreed upon:

- Amount Due: \$[Insert Amount]
- Payment Due Date: [Insert Due Date]
- Payment Schedule: [Insert Schedule Details]

Please ensure that your payments are made by the scheduled dates to avoid any late fees or service interruptions. If you have any questions or need further assistance, feel free to reach out to our customer service team at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Utility Company Name]

[Contact Information]