

Acknowledgment of Payment Schedule

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to formally acknowledge the payment schedule for the services rendered as per our agreement. Below are the details of the agreed payment structure:

- **Payment Amount:** [Insert Amount]
- **Due Dates:**
 - [Insert Due Date 1]
 - [Insert Due Date 2]
 - [Insert Due Date 3]
- **Payment Method:** [Insert Payment Method]

If you have any questions or need further assistance, please feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]