

Payment Arrangement Confirmation Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a confirmation regarding our recent discussion on payment arrangements for my account.

As agreed, the payment plan consists of the following terms:

- Amount Due: \$[amount]
- Payment Frequency: [weekly/monthly]
- Start Date: [start date]
- End Date: [end date]

I would greatly appreciate it if you could confirm these arrangements at your earliest convenience. This confirmation will help me ensure that all payments are made timely and as per our agreement.

Thank you for your attention to this matter. If you have any questions or need further clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]