

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the payment agreement for [specific service or product] that I [purchased/initiated] on [date]. I would like to clarify the payment terms and confirm the schedule for upcoming payments.

Please let me know if you require any further details from my end to assist with this inquiry. I appreciate your attention to this matter and look forward to your prompt response.

Thank you very much.

Best regards,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]