

Payment Plan Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as an acknowledgment of our agreement regarding the payment plan arrangement established on [Insert Agreement Date]. We appreciate your cooperation and understanding in this matter.

The following terms outline the payment plan:

- Payment Amount: [Insert Amount]
- Payment Due Date: [Insert Due Date]
- Payment Frequency: [Daily/Weekly/Monthly]
- Total Number of Payments: [Insert Total]

Please ensure that all payments are made as agreed to avoid any potential disruptions. We are committed to working with you and appreciate your attention to this arrangement.

If you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]