

Confirmation 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 confirm the established payment schedule regarding [describe the purpose, e.g., "the services rendered" or "the loan agreement"].

The details of the payment schedule are as follows:

- **Payment Amount:** \$[Insert Amount]
- **Payment Due Date:** [Insert Due Date]
- **Payment Frequency:** [Insert Frequency, e.g., "monthly", "quarterly"]

Please ensure that the payment is made by the due date to avoid any late fees or penalties.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]