

Payment Plan Agreement Confirmation

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your payment plan agreement with [Company Name]. Below are the details of the agreement:

Payment Plan Details

- Total Amount Due: \$[Total Amount]
- Initial Payment: \$[Initial Payment] due on [Due Date]
- Subsequent Payments: \$[Payment Amount] due on the [Due Day] of each month
- Total Number of Payments: [Number of Payments]
- Final Payment Due: [Final Payment Due Date]

Please ensure that all payments are made on time to avoid any late fees or penalties. If you have any questions concerning this agreement, do not hesitate to contact us at [Company Phone Number] or [Company Email].

Thank you for choosing [Company Name]. We look forward to serving you.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Phone Number]
[Company Email]