

Verification of Payment Plan Setup

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verification of Payment Plan Setup

I am writing to confirm the establishment of my payment plan as outlined in our recent discussions. Below are the details of my payment plan:

- Account Number: [Insert Account Number]
- Total Amount Due: [Insert Total Amount]
- Monthly Payment Amount: [Insert Monthly Payment]
- Payment Start Date: [Insert Start Date]
- Payment Due Date: [Insert Due Date]

Should you need any further details or clarification regarding the payment plan, please feel free to reach out to me at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]