

Letter of Acknowledgment for Invoice Installment Plan

Date: [Insert Date]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge the receipt of your request regarding the installment plan for Invoice #[Invoice Number] dated [Invoice Date]. We appreciate your commitment to fulfilling this obligation and are pleased to confirm that we have agreed to the following payment schedule:

- First Installment: [Amount] due by [Due Date]
- Second Installment: [Amount] due by [Due Date]
- Final Installment: [Amount] due by [Due Date]

Please ensure that all payments are made on or before the due dates specified above. If you have any questions or require further assistance, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]