

Invoice Payment Arrangement Details

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company Name]

Address: [Client's Address]

Subject: Payment Arrangement for Invoice #[Invoice Number]

Dear [Client's Name],

We hope this message finds you well. We are writing to confirm the payment arrangement for invoice #[Invoice Number] dated [Invoice Date], totaling [Invoice Amount].

Payment Details:

- **Amount Due:** [Remaining Balance]
- **Payment Schedule:**
 - 1st Payment: [Amount] due on [Due Date]
 - 2nd Payment: [Amount] due on [Due Date]
 - Final Payment: [Amount] due on [Due Date]
- **Payment Method:** [Bank Transfer/Credit Card/Other]

Please feel free to reach out if you have any questions regarding this arrangement or need further assistance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]