

Payment Arrangement Confirmation

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Name],

We are writing to confirm our recent discussion regarding the payment arrangement for our outstanding balance. We sincerely appreciate your understanding and cooperation in this matter.

As per our agreement, we will proceed with the following payment schedule:

- Payment Amount: [Insert amount]
- Due Date: [Insert due date]
- Payment Method: [Insert payment method]

We assure you that we are committed to adhering to this schedule and appreciate your support during this time. Should there be any changes or concerns, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]