

Payment Schedule Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the payment schedule for your account. Below is the agreed-upon payment plan:

Installment Number	Due Date	Amount Due
1	[Insert Due Date]	[Insert Amount]
2	[Insert Due Date]	[Insert Amount]
3	[Insert Due Date]	[Insert Amount]

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]