

Scheduled Payment Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal agreement regarding the scheduled payment plan for the outstanding amount of [Insert Amount]. We have agreed to the following payment schedule:

- Payment 1: [Amount] due on [Date]
- Payment 2: [Amount] due on [Date]
- Payment 3: [Amount] due on [Date]

Please confirm your acceptance of this agreement by signing below and returning a copy to me by [Insert Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

Signature