

CONFIRMATION OF PROMISED PAYMENTS

(DATE)

(CUSTOMER NAME)

(CONTACT PERSON)

(ADDRESS)

(CITY) (STATE) (ZIP CODE)

RE: Invoice number _____

AMOUNT DUE: \$ _____

Dear **(CONTACT)**;

Pursuant to our discussions, this letter is to confirm the agreed payment plan.

We will anticipate your first payment of \$(**PAYMENT AMOUNT**) by (**DUE DATE**) and then every (**NUMBER OF DAYS**) thereafter until the full amount has been paid.

Please remember that this is a consideration offered and may be revoked in the event payments are not made as agreed.

Thank you for your cooperation.

(YOUR NAME), (TITLE)

(COMPANY NAME)