[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: ACKNOWLEDGEMENT OF INSTALMENT PAYMENT**

Dear [CLIENT NAME],

We are delighted that we have been able to come to agreement to settle you outstanding balance through instalment payments. You have agreed to pay the [AMOUNT] balance in [WEEKLY/MONTHLY] payments of [AMOUNT] each. We look forward to receiving your first payment on [DAY] day of [MONTH], [YEAR].

Your future business is also appreciated, and upon payment of the account, we will consider the extension of further credit.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]