

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lender Name / Collection Agency Name]
[Contact Person, if known]
[Address]
[City, State, Zip Code]

RE: Repayment Agreement for Loan Account: [Account Number]

Dear [Contact Person or Department Name],

This letter serves as a formal agreement regarding the repayment of the defaulted loan for the account referenced above. I acknowledge the outstanding balance of \$[Total Amount Owed], which includes the principal, interest, and any applicable fees.

In order to resolve this default, I propose the following repayment schedule:

- **Initial Down Payment:** I will make a payment of \$[Amount] by [Date].
- **Installment Amount:** I agree to pay \$[Amount] per month.
- **Payment Start Date:** The first installment will be paid on [Date].
- **Payment Frequency:** Payments will be made on the [Day, e.g., 1st or 15th] of every month until the balance is paid in full.

I understand that by adhering to this repayment plan, [Lender Name] agrees to stop further collection actions and report the account status as "Current" or "Paying as Agreed" to the credit bureaus once the requirements of this agreement are met.

Please sign below and return a copy of this letter to me to signify your acceptance of these terms. Once I receive the signed confirmation, I will issue the first payment as scheduled.

Sincerely,

[Your Printed Name]

Accepted by [Lender Name]:

Signature: _____

Name and Title: _____

Date: _____