

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Re: Overdraft Repayment Plan for Account Number: [Your Account Number]

Dear [Contact Person or Collections Department],

I am writing to discuss the current overdraft balance on my account, which stands at \$[Total Amount Owed]. Due to [briefly state reason, e.g., unexpected financial hardship], I am currently unable to pay the full balance in one lump sum.

I value my relationship with [Bank Name] and intend to clear this debt in full. I would like to propose the following repayment plan:

- **Monthly Payment Amount:** \$[Amount]
- **Payment Start Date:** [Date]
- **Frequency:** [Monthly/Bi-weekly]
- **Duration:** Until the balance is paid in full.

I request that while I am making these regular payments, the bank agrees to freeze any further interest charges or overdraft fees related to this balance to help me resolve this debt more quickly.

Please let me know if this proposal is acceptable or if there is a specific form I need to complete. I look forward to your positive response and to resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]