

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

[Date]

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

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

To Whom It May Concern,

I am writing to formally confirm the repayment plan we discussed regarding the outstanding overdraft balance on my account. Due to unexpected financial hardship, I am currently unable to pay the full balance of \$[Total Overdraft Amount] immediately.

As agreed, I am committing to the following repayment schedule:

- **Total Amount to be Repaid:** \$[Total Amount]
- **Installment Amount:** \$[Monthly/Weekly Amount]
- **Start Date:** [Date of First Payment]
- **Frequency:** [e.g., Monthly/Bi-weekly]
- **Duration:** [Number of installments]

I understand that by adhering to this plan, [Bank Name] agrees to [mention any waived fees or freeze on interest if applicable]. I will make my payments via [mention payment method, e.g., bank transfer or check].

Please provide written confirmation that this plan is acceptable and that my account status will be updated to reflect this agreement. Thank you for your cooperation and understanding during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]