

Date: [Insert Date]

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

Account Number: [Insert Account Number]

Dear [Customer Name],

This letter confirms the agreement reached regarding the revised repayment plan for your outstanding overdraft balance of \$[Insert Total Amount].

Based on our recent communication, we have agreed to the following updated terms:

- **Revised Monthly Payment:** \$[Insert Amount]
- **Payment Start Date:** [Insert Date]
- **Payment Frequency:** [e.g., Monthly/Bi-weekly]
- **Projected End Date:** [Insert Date]

Please ensure that payments are made by the [Insert Day, e.g., 1st] of each month. Payments can be made via [Insert Method, e.g., online transfer, check, or direct debit].

By following this revised schedule, you will avoid further collection actions. If you anticipate any difficulty making a payment, please contact us at [Insert Phone Number] at least [Insert Number] days before the due date.

Please sign and return a copy of this letter to acknowledge your agreement to these revised terms.

Sincerely,

[Name of Representative]
[Title]
[Bank/Organization Name]

Acknowledgment

I, [Customer Name], agree to the revised repayment terms as outlined above.

Signature: _____ Date: _____