

Date: [Insert Date]

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

Account Number: [Insert Account Number]

Subject: Overdraft Repayment Plan Agreement

Dear [Customer Name],

This letter serves as a formal agreement between [Bank/Institution Name] and [Customer Name] regarding the repayment of the outstanding overdraft balance on the above-referenced account.

As of [Date], the total outstanding balance is \$[Total Amount].

Repayment Terms:

- **Total Repayment Amount:** \$[Total Amount]
- **Installment Amount:** \$[Amount per Payment]
- **Frequency:** [Weekly / Bi-Weekly / Monthly]
- **Start Date:** [Date of First Payment]
- **Number of Payments:** [Total Number of Installments]

Agreement Conditions:

1. The customer agrees to make all payments on or before the scheduled due dates.
2. Payments will be made via [Direct Debit / Transfer / Check / Cash].
3. Failure to make a scheduled payment may result in the cancellation of this agreement and further collection actions.
4. [Optional: Interest will/will not continue to accrue during the repayment period].

If you agree to these terms, please sign below and return a copy of this letter by [Deadline Date].

Sincerely,

[Staff Name/Department]
[Bank/Institution Name]

Customer Acceptance:

I, [Customer Name], agree to the repayment terms outlined in this letter.

Signature: _____ Date: _____