

REPAYMENT PLAN AGREEMENT NOTICE

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

City, State, Zip: [City, State, Zip]

Re: Outstanding Balance for [Account Number or Description]

Dear [Debtor Name],

This letter serves as a formal agreement regarding the repayment of your outstanding balance in the amount of \$[Total Amount Owed].

Following our recent discussions, we have agreed to the following repayment schedule:

- **Down Payment:** \$[Amount] due on [Date]
- **Installment Amount:** \$[Amount] per [Week/Month]
- **Frequency:** [Number] of payments
- **Start Date:** [Date of First Installment]
- **Final Payment Date:** [Date]

Payments should be made via [Payment Method: e.g., Check, Bank Transfer, Online Portal] to the following address/account:

[Insert Payment Details]

By following this plan, no further collection actions or late fees will be applied to your account, provided that all payments are received on time. Failure to make a payment as scheduled may result in the full balance becoming due immediately and the resumption of collection efforts.

Please sign and return a copy of this notice to confirm your agreement to these terms.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Phone Number]

ACKNOWLEDGED AND AGREED:

[Debtor Signature]

[Date]
