

[Company Name]
[Department Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Re: Notice of Repayment Plan Evaluation - Account Number: [Account Number]

Dear [Customer Name],

Thank you for contacting us regarding your request for a repayment plan. We have completed the evaluation of your financial information and your account status.

Based on our review, we are pleased to inform you that your request for a repayment plan has been: **[Approved / Declined / Requires Further Action]**.

Option A: Approved Plan Details

- Total Outstanding Balance: \$[Amount]
- Monthly Payment Amount: \$[Amount]
- Start Date: [Date]
- End Date: [Date]
- Payment Due Date: [Day] of each month

Option B: Declined/Further Action Required

[Reason for denial or description of additional documents needed, e.g., proof of income, bank statements].

Please review these terms carefully. If this plan is acceptable, please sign and return the enclosed agreement by [Deadline Date]. If we do not hear from you by this date, this offer may expire, and your account will remain subject to standard collection procedures.

If you have any questions or wish to discuss other options, please contact our billing department at [Phone Number] during business hours.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]