

[Your Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

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

Subject: Transition to Permanent Repayment Plan - Account Number: [Account Number]

Dear [Customer Name],

This letter is to formally notify you that your temporary payment arrangement is concluding. Based on our recent assessment of your account, you are now being transitioned to a Permanent Repayment Plan, effective [Start Date].

The details of your new permanent plan are as follows:

- **New Monthly Payment Amount:** \$[Amount]
- **Payment Due Date:** [Day] of each month
- **Interest Rate:** [Rate]%
- **Total Number of Payments:** [Number] months

Your first payment under this permanent plan is due on [Date]. Please ensure that your payment method is updated if necessary to reflect the new amount and to avoid any late fees.

This transition aims to provide long-term stability for your account. If you have any questions regarding these terms or if your financial situation has changed, please contact our Billing Department at [Phone Number] or [Email Address].

Thank you for your commitment to resolving your balance.

Sincerely,

[Signature]
[Name of Sender]
[Title/Department]