

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Initial Repayment Plan Offer regarding Account #[Account Number]

Dear [Recipient Name],

We are writing to you regarding the outstanding balance on your account, which currently stands at \$[Total Amount Owed]. We understand that financial difficulties can arise, and we would like to offer a structured repayment plan to help you clear this debt.

We propose the following repayment schedule:

- **Down Payment:** \$[Amount] due by [Date]
- **Installment Amount:** \$[Amount] per [Month/Week]
- **Number of Payments:** [Number]
- **Start Date:** [Date]

If you agree to these terms, please sign the enclosed copy of this letter and return it to us by [Deadline Date]. Once we receive the signed agreement and your initial payment, we will update your account status accordingly.

If these terms do not work for your current situation, please contact us at [Phone Number] so we can discuss alternative arrangements.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Acceptance of Repayment Plan:

I, [Recipient Name], agree to the repayment terms outlined above.

Signature: _____ Date: _____