

Date: [Insert Date]

Recipient Name: [Insert Borrower Name]

Account Number: [Insert Account Number]

Property Address: [Insert Property Address, if applicable]

Notice of Repayment Plan Approval

Dear [Insert Borrower Name],

We are pleased to inform you that your request for a repayment plan has been approved. This plan is designed to help you bring your account current by spreading your past-due balance over a specific period.

Plan Details:

- **Total Past Due Amount:** \$[Insert Amount]
- **Repayment Period:** [Insert Number] months
- **Start Date:** [Insert Date]
- **End Date:** [Insert Date]

Payment Schedule:

Payment Due Date	Regular Monthly Payment	Additional Repayment Amount	Total Amount Due
[Insert Date]	[\$[Insert Amount]]	[\$[Insert Amount]]	[\$[Insert Total]]
[Insert Date]	[\$[Insert Amount]]	[\$[Insert Amount]]	[\$[Insert Total]]

Terms and Conditions:

- Payments must be received on or before the due dates listed above.
- Failure to make any payment as scheduled may result in the cancellation of this plan and further collection actions.
- This agreement does not waive any rights held by the creditor regarding the original debt agreement.

If you have any questions regarding this schedule, please contact our customer service department at [Insert Phone Number] or email [Insert Email Address].

Sincerely,

[Insert Name/Department]
[Insert Company Name]