Date: [Insert Date]

RE: REPAYMENT PLAN EXECUTION AND SIGNATURE

Between:

Creditor: [Name of Creditor/Organization]
Debtor: [Name of Debtor/Individual]

Dear [Name of Recipient],

This letter serves as the formal execution document for the agreed-upon Repayment Plan regarding the outstanding balance of $[Total Amount Owed] associated with [Account Number/Reference Number].

By signing this document, both parties agree to the following terms:

- **Total Debt:** The Debtor acknowledges a total outstanding balance of $[Amount].
- **Installment Amount:** The Debtor agrees to pay $[Amount] per [Week/Month].
- **Payment Schedule:** Payments shall commence on [Start Date] and continue until [End Date/Full Balance is Paid].
- **Method of Payment:** Payments will be made via [Check/Bank Transfer/Credit Card].
- **Default Clause:** Failure to make a payment within [Number] days of the due date may result in the full balance becoming due immediately.

Please review the terms above. If they are correct, please sign and date both copies of this letter. Retain one copy for your records and return the other to [Office Address/Email].

CREDITOR SIGNATURE:

____
[Printed Name]
[Title/Position]
Date: ________________________

DEBTOR SIGNATURE:

____
[Printed Name]
Date: ________________________