

[Company Name]  
[Billing Department]  
[Street Address]  
[City, State, Zip Code]

[Date]

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

**Subject: Offer for Extended Repayment Plan - Account [Account Number]**

Dear [Customer Name],

We are contacting you regarding your outstanding balance of \$[Total Balance Amount]. We understand that managing financial obligations can be challenging, and we would like to offer you an Extended Repayment Plan to help you bring your account up to date.

Based on our assessment, we are pleased to offer you the following repayment terms:

- **Total Amount to be Repaid:** \$[Amount]
- **Number of Installments:** [Number] months
- **Monthly Payment Amount:** \$[Amount]
- **Start Date:** [Date]

Under this plan, interest [will/will not] continue to accrue at a rate of [Percentage]%. As long as payments are made on time according to this schedule, no further collection actions will be taken against your account.

To accept this offer, please sign and return this letter or contact our billing office at [Phone Number] by [Deadline Date]. You may also confirm your enrollment through our online portal at [Website URL].

If you have any questions or would like to discuss alternative arrangements, please do not hesitate to reach out to our support team.

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Company Name]

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**Acceptance of Offer:**

I, [Customer Name], agree to the terms of the Extended Repayment Plan as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_