

[Date]

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

Subject: Approval of Repayment Plan Offer

Dear [Customer Name],

We are writing to formally approve your request for a repayment plan regarding your outstanding balance of [Total Amount Owed] on account number [Account Number].

Based on our recent communication, we have outlined the following repayment schedule:

- **Initial Down Payment:** [Amount] due by [Date]
- **Installment Amount:** [Amount] per [Month/Week]
- **Number of Installments:** [Number]
- **Start Date:** [Date]
- **Final Payment Date:** [Date]

Please note that this agreement is subject to the following terms:

- Payments must be received no later than the due dates listed above.
- Failure to make a payment may result in the cancellation of this plan and the full balance becoming due immediately.
- No additional interest or late fees will be applied as long as the plan is followed (if applicable).

To accept this offer, please sign and return a copy of this letter by [Deadline Date].

If you have any questions, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]
[Title]

Acceptance of Offer:

I, [Customer Name], agree to the terms and conditions of the repayment plan outlined above.

Signature: _____ Date: _____