

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

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

Re: Account Number: [Account Number]
Outstanding Balance: \$[Total Amount Due]

Dear [Recipient Name],

Our records indicate that your account is currently past due. We understand that financial difficulties can happen, and we would like to help you resolve this balance through a manageable payment plan.

We are pleased to offer you the following repayment schedule to bring your account back into good standing:

- **Initial Payment:** \$[Amount] due by [Date]
- **Installment Amount:** \$[Amount]
- **Frequency:** [Weekly/Monthly]
- **Number of Installments:** [Number]
- **Final Payment Date:** [Date]

By following this plan, you will prevent further collection actions and avoid additional late fees. Please note that interest may continue to accrue according to your original credit agreement during this period.

To accept this offer, please sign and return this letter by [Deadline Date] or contact us at [Phone Number] to finalize the arrangement via phone. You may also make your first payment through [Payment Method/Website].

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Signature]
[Your Title]

Acceptance of Payment Plan:

I, [Recipient Name], agree to the terms of the payment plan outlined above.

Signature: _____ Date: _____