

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

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

RE: Confirmation of Approved Debt Settlement Payment Plan

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

Dear [Customer Name],

This letter serves as formal confirmation that we have approved your request for a debt settlement payment plan. We have agreed to accept a total settlement amount of \$[Settled Amount] to satisfy the above-referenced account in full.

The terms of your payment plan are as follows:

- **Total Settlement Amount:** \$[Amount]
- **Number of Installments:** [Number]
- **Installment Amount:** \$[Amount]
- **Payment Frequency:** [Monthly/Weekly]
- **Start Date:** [Date]
- **End Date:** [Date]

Payments should be made via [Payment Method]. Please ensure that each payment is received by the [Day] of each month.

Upon successful completion of all scheduled payments, the account will be considered "Settled in Full," and you will be released from any further financial obligation regarding this specific debt. Please note that failure to make any payment as scheduled may void this agreement, and the full original balance may become due immediately.

If you have any questions regarding this plan, please contact our billing department at [Phone Number].

Sincerely,

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