

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

[Date]

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

Re: Confirmation of Hardship Payment Plan
Account Number: [Account Number]

Dear [Customer Name],

This letter is to confirm that we have approved your request for a Hardship Payment Plan regarding your outstanding balance of \$[Total Balance Owed].

Based on our agreement, your new payment schedule is as follows:

- **Payment Amount:** \$[Amount]
- **Frequency:** [Weekly/Bi-Weekly/Monthly]
- **Start Date:** [Date]
- **Number of Installments:** [Number]

By following this plan, [Company Name] agrees to [waive late fees / reduce interest rates / suspend collection activity] as long as payments are made on time. Please note that failure to make a scheduled payment may result in the cancellation of this agreement and the full balance becoming due immediately.

Payments can be made via [Payment Method: Online Portal, Check, Phone].

If you have any questions or if your financial situation changes, please contact our Hardship Department at [Phone Number] or [Email Address].

Sincerely,

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