

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Account Number]

[Date]

[Collection Agency Name]
[Collection Agency Address]
[City, State, Zip Code]

RE: Confirmation of Bi-Weekly Payment Schedule for Account #[Account Number]

Dear [Contact Person or Collections Department],

This letter is to formally confirm the bi-weekly payment arrangement we discussed on [Date of Conversation] regarding the above-referenced account.

As agreed, I will be making payments in the amount of \$[Amount] every two weeks. The schedule for these payments will be as follows:

- First Payment Date: [Date]
- Second Payment Date: [Date]
- Subsequent payments will continue every two weeks thereafter until the balance is resolved.

Payments will be made via [Payment Method, e.g., Check, Electronic Transfer]. It is my understanding that as long as these payments are made according to this schedule, no further collection actions will be taken against me.

Please update your records to reflect this agreed-upon schedule. If your understanding of our agreement differs from what is outlined above, please notify me in writing immediately.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]