

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

[Date]

[Creditor Name]
[Contact Person, if known]
[Creditor Address]
[City, State, Zip Code]

Re: Account Number: [Your Account Number]

Dear [Contact Person or Customer Service Department],

This letter is to formally confirm the bi-weekly repayment plan that was agreed upon regarding the outstanding balance on the above-referenced account.

As per our recent communication on [Date of Conversation/Agreement], I have agreed to make payments in the amount of \$[Payment Amount] every two weeks.

The details of the arrangement are as follows:

- **Total Debt Amount:** \$[Total Amount Owed]
- **Bi-Weekly Payment Amount:** \$[Payment Amount]
- **Frequency:** Every two weeks (Bi-weekly)
- **Start Date:** [Date of First Payment]
- **Next Payment Due Date:** [Date of Second Payment]
- **Method of Payment:** [e.g., Bank Transfer / Check / Debit Card]

I understand that as long as these payments are made on time, no further collection actions will be taken against me regarding this debt.

Please update your records to reflect this agreement. I would appreciate a written acknowledgment of this plan sent to my address or email provided above.

Thank you for your cooperation and for working with me to resolve this matter.

Sincerely,

[Your Signature]

[Your Printed Name]