

[Current Date]

[Creditor Name]

[Creditor Department]

[Street Address]

[City, State, Zip Code]

**Re: Confirmation of Bi-Weekly Payment Schedule - Account Number: [Your Account Number]**

Dear [Contact Person Name or Billing Department],

This letter serves as formal confirmation of the bi-weekly payment arrangement discussed on [Date of Conversation] regarding the outstanding balance on the above-referenced account.

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

- **Start Date:** [Date of First Payment]
- **Payment Frequency:** Bi-weekly (Every two weeks)
- **Payment Method:** [e.g., Check, Direct Debit, Online Transfer]
- **Next Payment Dates:** [Date 1], [Date 2], [Date 3]

It is my understanding that as long as these payments are made on time, the account will be considered in good standing regarding this repayment plan. Please notify me in writing if there are any discrepancies in the details listed above.

Thank you for your cooperation and for assisting me in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]