

[Current Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

Subject: Confirmation of Monthly Installment Payment Plan

Dear [Debtor Name],

This letter serves as formal confirmation of the installment payment agreement reached between [Company Name] and [Debtor Name] regarding the outstanding balance on account number [Account Number].

Agreement Terms:

- **Total Outstanding Balance:** \$[Amount]
- **Monthly Installment Amount:** \$[Amount]
- **Payment Start Date:** [Date]
- **Payment Due Date:** [Day] of each month
- **Number of Installments:** [Number]
- **Final Payment Date:** [Date]

Payment Instructions:

Payments should be made via [Payment Method - e.g., Bank Transfer, Check, Online Portal]. Please ensure that all payments include your account number as a reference.

Terms and Conditions:

By adhering to this schedule, [Company Name] agrees to withhold further collection actions. However, please be advised that failure to receive a payment by the agreed-upon due date may result in the cancellation of this agreement and the immediate demand for the full remaining balance.

Please sign and return a copy of this letter to acknowledge your agreement to these terms.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Acknowledgment:

I, [Debtor Name], agree to the terms and conditions of the installment plan outlined above.

Signature: _____ Date: _____