

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

[Creditor Name]
[Creditor Department]
[Creditor Address]
[City, State, Zip Code]

Re: Confirmation of Monthly Installment Plan

Account Number: [Your Account Number]

Dear [Contact Person or Department Name],

This letter serves as formal confirmation of the monthly installment agreement reached on [Date] regarding the outstanding balance on the above-referenced unsecured account.

As discussed, it is agreed that I will make monthly payments of \$[Amount] to be paid on the [Day, e.g., 15th] of each month. This payment schedule will commence on [Start Date] and will continue until the total balance of \$[Total Balance] is paid in full or a new agreement is reached.

It is my understanding that as long as these payments are made on time, [Creditor Name] will cease further collection activities and will not refer this account to a third-party collection agency.

Please update your records to reflect this agreement. I have enclosed the first payment of \$[Amount] with this letter.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]