

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Debtor Contact Name]
[Debtor Company Name]
[Debtor Address]
[City, State, Zip Code]

RE: Confirmation of Debt Settlement Payment Plan

Account Number: [Account Number]
Total Outstanding Balance: \$[Amount]

Dear [Debtor Contact Name],

This letter serves as formal confirmation that [Your Company Name] has accepted a settlement agreement regarding the outstanding debt owed by [Debtor Company Name].

We have agreed to settle the total balance for the reduced amount of \$[Settlement Amount]. This agreement is contingent upon the successful completion of the following payment plan:

- **Initial Payment:** \$[Amount] due on [Date]
- **Monthly Installment:** \$[Amount]
- **Number of Installments:** [Number]
- **Payment Due Date:** [Day of Month, e.g., 1st] of each month
- **Final Payment Date:** [Date]

Payments should be made via [Payment Method: Wire Transfer/Check/ACH] to the following account details:

[Insert Bank Details if applicable]

Upon receipt of the final payment as outlined above, [Your Company Name] will consider the debt settled in full and will release [Debtor Company Name] from any further liability regarding this specific account. Please note that if any payment is missed or late by more than [Number] days, this settlement offer will be voided, and the full original balance will become immediately due.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Acknowledgment and Acceptance:

Signature: _____ Date: _____

Printed Name: [Name of Debtor Representative]