

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Re: Final Approval of Renegotiated Payment Plan - Account Number: [Account Number]

Dear [Customer Name],

We are writing to formally confirm that your request for a renegotiated payment plan has been approved. This letter serves as the official agreement regarding the new terms for your outstanding balance of \$[Total Amount].

**Approved Payment Schedule:**

- **New Monthly Payment:** \$[Amount]
- **Payment Start Date:** [Date]
- **Frequency:** [Monthly/Bi-weekly]
- **Number of Installments:** [Number]
- **Final Payment Date:** [Date]

**Terms and Conditions:**

By following this plan, your account will remain in good standing. Please ensure that payments are received on or before the due dates listed above. Failure to meet these terms may result in the cancellation of this agreement and the reinstatement of the original payment requirements.

Please sign and return a copy of this letter by [Deadline Date] to signify your acceptance of these terms. You may also make your first payment via [Payment Method] to activate the plan.

If you have any questions, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Name of Representative]  
[Company Name]  
[Title]

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**Acknowledgment and Acceptance:**

I, [Customer Name], agree to the terms of the renegotiated payment plan as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_