

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Revised Payment Schedule for Account #[Account Number]

Dear [Recipient Name],

Following our recent discussion on [Date], I am writing to formally confirm the renegotiated payment plan regarding the outstanding balance of \$[Total Amount Owed] on my account.

As agreed, I will adhere to the following revised schedule:

- **Payment 1:** \$[Amount] due on [Date]
- **Payment 2:** \$[Amount] due on [Date]
- **Payment 3:** \$[Amount] due on [Date]
- **Final Payment:** \$[Amount] due on [Date]

These payments will be made via [Method of Payment, e.g., Bank Transfer/Check].

I appreciate your willingness to restructure this debt. Please confirm your receipt and acceptance of this schedule by signing below or replying to this letter in writing. I look forward to resolving this matter according to these new terms.

Sincerely,

[Your Signature]

[Your Printed Name]