

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Re: Confirmation of Renegotiated Payment Plan
Account Number: [Account Number]

Dear [Customer Name],

This letter serves as formal confirmation of the renegotiated payment plan we discussed on [Date of Agreement] regarding your outstanding balance of \$[Total Balance Owed].

Based on our agreement, your new payment schedule is as follows:

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

Payments should be made via [Payment Method: e.g., Online Portal, Check, Direct Debit].

Please note that this agreement is contingent upon timely payments. Failure to meet the terms of this renegotiated plan may result in the total balance becoming due immediately and could affect your credit standing or lead to further collection actions.

If you have any questions or if your financial situation changes, please contact our billing department immediately at [Phone Number].

Sincerely,

[Your Name/Department]
[Title]
[Company Name]