

Date: [Insert Date]

To: [Creditor/Agency Name]

Address: [Creditor Address]

Account Number: [Insert Account Number]

RE: Voluntary Wage Deduction Agreement

To Whom It May Concern,

I am writing regarding the outstanding balance on the above-referenced account. I acknowledge my debt and wish to resolve this matter through a voluntary wage deduction payment plan.

I hereby authorize my employer, [Employer Name], to deduct the amount of \$[Amount] from my wages each [Pay Period - e.g., week/bi-weekly/month], beginning on [Start Date]. These payments shall continue until the total balance of \$[Total Balance] is paid in full or until a new agreement is reached.

Employer Information:

Company Name: [Employer Name]

Payroll Department Address: [Employer Address]

Payroll Contact Phone: [Employer Phone Number]

Please send a formal confirmation of acceptance of this plan and any necessary forms required by my employer's payroll department to process these deductions.

By accepting this voluntary agreement, I request that you cease any further collection actions, including legal proceedings or involuntary garnishment attempts, provided that payments are made as scheduled.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]