

[Date]

[Guarantor Name]

[Guarantor Address]

[City, State, Zip Code]

RE: Payment Plan Confirmation for Account: [Account Number]

Dear [Guarantor Name],

This letter serves as formal confirmation of the payment plan agreement reached regarding the delinquent account for [Primary Debtor Name], for which you are the registered guarantor.

As of [Date], the total outstanding balance is \$[Total Amount]. We have agreed to the following repayment schedule:

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

Please ensure that payments are received by the [Day of Month] of each period. Payments can be made via [Payment Method: Online, Check, Bank Transfer].

By adhering to this schedule, you will prevent further collection actions or legal proceedings against both the primary debtor and yourself. Please note that failure to make a payment as scheduled may result in the full balance becoming due immediately and the cancellation of this agreement.

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

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Department]