

[Date]

[Guarantor Name]

[Guarantor Address]

[City, State, Zip Code]

Subject: Approval and Confirmation of Guarantor Installment Plan

Dear [Guarantor Name],

This letter serves as official confirmation that your request to guarantee the installment payment plan for [Debtor Name] regarding Account Number [Account Number] has been approved.

As the guarantor, you have agreed to be legally responsible for the fulfillment of the following payment schedule should the primary debtor fail to make payments:

- **Total Debt Amount:** \$[Amount]
- **Down Payment:** \$[Amount] (Due on [Date])
- **Installment Amount:** \$[Amount]
- **Number of Installments:** [Number]
- **Payment Frequency:** [Monthly/Weekly]
- **Start Date:** [Date]
- **End Date:** [Date]

By signing the attached agreement, you acknowledge that you understand your obligations to cover any outstanding balance, including applicable interest or late fees, in the event of default by the primary debtor.

Please find the formal Guarantee Agreement attached. Please sign and return a copy to our office by [Date].

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

Sincerely,

[Your Name/Name of Officer]

[Company Name]