

[Date]

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

RE: Voluntary Payment Plan Acknowledgment

Dear [Guarantor Name],

This letter serves as formal acknowledgment and acceptance of your voluntary payment plan regarding the outstanding balance owed by [Debtor Name] for account number [Account Number]. As the guarantor, you have agreed to fulfill the repayment of this debt under the following terms:

- **Total Outstanding Balance:** \$[Amount]
- **Installment Amount:** \$[Amount]
- **Payment Frequency:** [e.g., Monthly/Weekly]
- **Start Date:** [Date]
- **Payment Method:** [e.g., Check/Bank Transfer/Credit Card]

We appreciate your proactive approach to resolving this matter. Please ensure that payments are received on or before the [Day] of each [Month/Week]. Failure to adhere to this schedule may result in the cancellation of this agreement and the pursuit of further collection actions as permitted by the original guarantee agreement.

If you have any questions or if your financial circumstances change, please contact our office immediately at [Phone Number] or [Email Address].

Please sign and return a copy of this letter to confirm your agreement to these terms.

Sincerely,

[Your Name/Company Representative]
[Company Name]

Guarantor Acceptance:

I, [Guarantor Name], agree to the payment terms outlined above.

Signature: _____ Date: _____