

[Date]

[Guarantor Name]

[Guarantor Address]

[City, State, Zip Code]

RE: Confirmation of Payment Plan - [Principal Debtor Name] - Account #[Account Number]

Dear [Guarantor Name],

This letter serves to confirm the payment arrangement agreed upon on [Date] regarding the outstanding balance for which you are the registered guarantor.

To avoid further legal action or the formal commencement of litigation, you have agreed to the following repayment schedule:

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

Please ensure that payments are made on or before the due dates. Failure to adhere to this schedule will result in the immediate cancellation of this agreement, and we may proceed with legal recovery actions against you as the guarantor without further notice.

If you have any questions regarding this plan, please contact our office immediately at [Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]