

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**RE: Confirmation of Payment Arrangement**

**Account Number:** [Account Number]

**Principal Debtor:** [Debtor Name]

**Collateral/Security:** [Description of Asset]

Dear [Guarantor Name],

This letter confirms the agreement reached on [Date] regarding the repayment of the outstanding secured debt for which you are a guarantor. Due to the default of [Principal Debtor Name], you have agreed to fulfill the following payment schedule to prevent further action against the secured collateral:

**Payment Terms:**

- **Total Amount Due:** \$[Total Amount]
- **Installment Amount:** \$[Amount per Payment]
- **Frequency:** [Weekly/Monthly]
- **Start Date:** [Date]
- **Final Payment Date:** [Date]

Payments should be made via [Method of Payment, e.g., Bank Transfer/Check].

Please be advised that this arrangement is strictly conditional upon timely payments. Failure to meet this schedule may result in the immediate demand for the full balance and the initiation of repossession or legal proceedings regarding the secured asset [Description of Asset].

All other terms and conditions of the original Guarantee and Security Agreement remain in full force and effect.

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

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]

**Acknowledgment and Acceptance:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_