

Date: [Date]

Guarantor Name: [Guarantor Name]

Address: [Guarantor Address]

City, State, Zip: [City, State, Zip]

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

Dear [Guarantor Name],

This letter serves as formal confirmation of the payment plan agreement reached between [Company Name] and you, acting as the Third-Party Guarantor for the account of [Debtor Name].

By signing this agreement, you acknowledge your responsibility to fulfill the payment obligations according to the following schedule:

- **Total Amount Guaranteed:** \$[Amount]
- **Installment Amount:** \$[Amount]
- **Frequency:** [Weekly/Monthly]
- **Start Date:** [Date]
- **End Date:** [Date]

Payments should be made via [Payment Method] to the following account/address:

[Payment Instructions/Address]

Please be advised that failure to make payments on time may result in the full balance becoming due immediately and could impact the credit standing of the account holder or the guarantor as permitted by law.

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

Sincerely,

[Sender Name]

[Title]

[Company Name]

Guarantor Acceptance:

Signature: _____ Date: _____