

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Acknowledgment of Settlement Plan - [Invoice/Account Number]

Dear [Recipient Name],

This letter serves as formal acknowledgment and acceptance of the settlement plan proposed regarding the outstanding balance on account [Account Number]. We appreciate your proactive communication in resolving this matter.

As per our agreement, the total outstanding amount of \$[Total Amount] will be settled according to the following schedule:

- First Payment: \$[Amount] due on [Date]
- Second Payment: \$[Amount] due on [Date]
- Final Payment: \$[Amount] due on [Date]

Please ensure that payments are made via [Payment Method, e.g., Wire Transfer/ACH/Check] by the dates specified above. Upon successful completion of all scheduled payments, [Your Company Name] will consider the debt fully satisfied and will release any claims related to this specific balance.

Please note that this agreement is contingent upon the timely receipt of each payment. Failure to adhere to this schedule may result in the settlement offer being voided and the full original balance becoming immediately due.

Thank you for your cooperation. We look forward to continuing our business relationship once this matter is resolved.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]