

[Company Header/Logo Placeholder]

[Date]

[Contact Name]

[Business Name]

[Street Address]

[City, State, Zip Code]

Re: Confirmation of Account Resolution Plan - Account Number: [Account Number]

Dear [Contact Name],

This letter serves as formal confirmation of the Account Resolution Plan agreed upon on [Date] regarding the outstanding balance on the above-referenced commercial account.

The terms of the resolution plan are as follows:

- **Total Outstanding Balance:** \$[Amount]
- **Settlement/Repayment Amount:** \$[Amount]
- **Payment Schedule:** [e.g., Monthly/Lump Sum]
- **Installment Amount:** \$[Amount]
- **Start Date:** [Date]
- **Final Payment Date:** [Date]

Payments should be made via [Payment Method: e.g., Wire Transfer, ACH, Check] to the following address/account: [Payment Details].

Please note that this resolution plan is contingent upon the timely receipt of all scheduled payments. Failure to adhere to these terms may result in the plan being voided and the immediate reinstatement of the full original balance, including any applicable interest or late fees.

Upon successful completion of this plan, the account will be considered [Resolved/Paid in Full/Paid as Agreed].

If you have any questions, please contact our accounts department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]