

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

[Vendor Name]
[Contact Person Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Confirmation of Debt Repayment Schedule

Dear [Contact Person Name],

This letter serves as a formal confirmation of the debt repayment schedule agreed upon between [Your Company Name] and [Vendor Name] regarding the outstanding balance of \$[Total Amount Owed].

As per our recent discussion on [Date of Agreement], we have agreed to settle the outstanding amount according to the following installment plan:

- **Payment 1:** \$[Amount] due on [Date]
- **Payment 2:** \$[Amount] due on [Date]
- **Payment 3:** \$[Amount] due on [Date]
- **Final Payment:** \$[Amount] due on [Date]

All payments will be made via [Payment Method, e.g., Wire Transfer/Check]. We understand that timely adherence to this schedule is necessary to maintain our account in good standing and to prevent any further collection actions or interest charges.

Please acknowledge your receipt and acceptance of this schedule by signing below and returning a copy to us at your earliest convenience.

Thank you for your cooperation and for working with us to resolve this matter.

Sincerely,

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

Vendor Acknowledgment:

I, [Name of Vendor Representative], hereby confirm and accept the repayment schedule outlined above.

Signature: _____ Date: _____