

[Date]

[Worker Name]  
[Worker ID/Address]  
[City, State, Zip Code]

**Subject: Acceptance of Seasonal Worker Debt Accommodation Request**

Dear [Worker Name],

We are writing to formally accept your request for a debt accommodation regarding the outstanding balance of [Total Amount Owed] related to [Reason for Debt, e.g., Travel Advance/Housing Fees].

Based on our agreement, we have approved the following repayment plan for the upcoming season:

- **Repayment Method:** [e.g., Payroll Deduction]
- **Installment Amount:** [Amount per Pay Period]
- **Frequency:** [e.g., Weekly/Bi-weekly]
- **Start Date:** [Date of First Deduction]
- **End Date:** [Date of Final Deduction]

Please note that this accommodation is granted based on your continued employment throughout the current season. Should your employment end for any reason prior to the full repayment of the debt, the remaining balance will become due immediately and may be deducted from your final paycheck, subject to local labor laws.

Please sign and return a copy of this letter to [Department Name] by [Date] to confirm your acceptance of these terms.

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Company Name]

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**Worker Acknowledgment:**

I, [Worker Name], agree to the repayment terms outlined above.

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