

Current Date: [Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Loan Account Number: [Account Number]

Vehicle: [Year, Make, Model]

VIN: [Vehicle Identification Number]

Dear [Customer Name],

This letter serves as formal confirmation of the payment arrangement we discussed on [Date] regarding your automobile loan.

Based on our agreement, [Lender Name] has accepted the following repayment schedule:

- **Modified Payment Amount:** \$[Amount]
- **Frequency:** [Weekly/Bi-Weekly/Monthly]
- **Start Date:** [Date]
- **End Date/Number of Payments:** [Date or Number]

Please be advised of the following terms:

1. All payments must be received on or before the agreed-upon dates.
2. Failure to adhere to this schedule may result in the cancellation of this arrangement and further collection actions.
3. [Optional: Interest will continue to accrue on the outstanding balance during this period.]

We appreciate your communication and commitment to bringing your account current. If you have any questions, please contact our department at [Phone Number].

Sincerely,

[Sender Name]

[Title]

[Lender Name]