

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

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Re: Confirmation of Approved Debt Repayment Plan
Account Number: [Account Number]

Dear [Customer Name],

We are writing to formally confirm that your proposed debt repayment plan has been reviewed and approved. This agreement is intended to assist you in settling your outstanding balance of \$[Total Amount Owed].

The terms of your approved repayment plan are as follows:

- **Total Debt Amount:** \$[Amount]
- **Installment Amount:** \$[Amount] per [Month/Week]
- **Start Date:** [Date]
- **Frequency of Payments:** [e.g., Monthly on the 1st]
- **Final Payment Date:** [Date]

Please ensure that all payments are made by the agreed-upon dates. Payments can be made via [Method of Payment, e.g., Bank Transfer, Check, Online Portal].

As long as the terms of this agreement are met, [Your Company Name] will refrain from further collection actions or accruing additional late fees on this account. Please note that failure to make a payment may result in the cancellation of this plan and the resumption of standard collection procedures.

If you have any questions or if your financial circumstances change, please contact us immediately at [Phone Number].

Sincerely,

[Your Name/Department Name]
[Your Title]