

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Collection Agency Name]
[Collection Agency Address]
[City, State, Zip Code]

RE: Payment Arrangement Confirmation
Account Number: [Your Account Number]
Total Debt Amount: \$[Total Amount]

To Whom It May Concern,

This letter serves as formal confirmation of the payment arrangement agreed upon on [Date] regarding the above-referenced account. It is my understanding that [Collection Agency Name] has agreed to the following terms:

- **Payment Amount:** \$[Amount per payment]
- **Frequency:** [Weekly/Monthly]
- **Start Date:** [Date of first payment]
- **Duration:** [Number of payments or until debt is paid in full]
- **Payment Method:** [Check/Money Order/Electronic Transfer]

By accepting these payments, [Collection Agency Name] agrees to cease all further collection activities, including phone calls and letters, as long as the payments are made according to this schedule. Additionally, once the final payment is received, the account will be considered "Paid in Full."

Please provide a written confirmation acknowledging these terms for my records. I will begin payments on the date specified above.

Sincerely,

[Your Signature]

[Your Printed Name]