

Date: [Insert Date]

Creditor Name: [Insert Name/Company]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Debtor Name: [Insert Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Subject: Debt Payment Agreement - Account Number: [Insert Account Number]

Dear [Insert Creditor Name],

This letter serves as a formal agreement regarding the outstanding balance owed by [Debtor Name] to [Creditor Name]. As of [Insert Date], the total outstanding amount is \$[Insert Amount].

Both parties hereby agree to the following payment schedule to resolve this debt:

- **Initial Payment:** \$[Insert Amount] to be paid on [Insert Date].
- **Installment Amount:** \$[Insert Amount] to be paid [Insert Frequency, e.g., monthly/weekly].
- **Payment Start Date:** [Insert Date].
- **Payment Method:** [Insert Method, e.g., Check, Bank Transfer, Online Portal].

Upon receipt of the final payment, the Creditor agrees that the debt shall be considered paid in full, and no further action will be taken regarding this account. If the Debtor fails to make payments as outlined above, the full remaining balance shall become due immediately.

Please sign below to acknowledge and accept the terms of this agreement.

Creditor Signature: _____ **Date:** _____

Debtor Signature: _____ **Date:** _____