

Date: [Insert Date]

RE: Installment Payment Agreement for Unsecured Balance

Account Number: [Insert Account Number]

Total Outstanding Balance: \$[Insert Amount]

Dear [Recipient Name/Financial Institution],

This letter serves as a formal agreement regarding the repayment of the unsecured balance owed on the above-referenced account. I, [Debtor Name], acknowledge the total debt of \$[Insert Amount] and propose the following installment plan to resolve this balance in full.

Payment Terms:

- **Installment Amount:** \$[Insert Amount] per month.
- **Frequency:** Monthly.
- **Start Date:** [Insert Date of First Payment].
- **Payment Method:** [Insert Method, e.g., Check, ACH Transfer, Online Portal].
- **Payment Due Date:** The [Insert Day, e.g., 1st or 15th] of every month.

I understand that these payments will continue until the total balance is paid in full. I agree to notify [Recipient Name] immediately should my financial circumstances change or if I am unable to make a scheduled payment.

By accepting this plan, I understand that [Recipient Name] agrees to refrain from further collection actions or legal proceedings as long as the payments are made in accordance with this schedule.

Please sign below to acknowledge your acceptance of these terms and return a copy for my records.

Sincerely,

[Debtor Signature]

[Debtor Printed Name]

[Phone Number]

Accepted By:

[Creditor Representative Signature]

[Name and Title]

[Date]