

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

[Date]

[Name of Creditor/Collection Agency]
[Department Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Payment Plan Confirmation

Account Number: [Your Account Number]

Dear [Name of Contact Person or Customer Service Department],

This letter serves as formal confirmation of the payment plan agreement reached between [Your Name] and [Company Name] on [Date Agreement Was Made] regarding the outstanding balance on the above-referenced unsecured account.

As discussed, it is agreed that the total outstanding balance of \$[Total Amount Owed] will be repaid under the following terms:

- **Monthly Payment Amount:** \$[Amount]
- **Payment Due Date:** [Day of the month, e.g., 15th] of each month
- **Start Date:** [Date of first payment]
- **Duration:** [Number of months] or until the balance is paid in full
- **Payment Method:** [e.g., Check, ACH Transfer, Online Portal]

It is my understanding that as long as these payments are made as scheduled, [Company Name] will refrain from taking further collection actions, including but not limited to legal proceedings or referring this account to a third-party collection agency. Furthermore, please confirm that the interest rate for the duration of this plan will be [Agreed Interest Rate, e.g., 0% or Reduced Rate].

If this letter accurately reflects our agreement, please sign a copy and return it to me, or provide a confirmation letter on your company letterhead. If I do not hear from you within [Number] days, I will assume the terms above are accepted and will proceed with the first payment as scheduled.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]