

[Date]

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

Subject: Approval of Payment Plan for Dishonored Check #[Check Number]

Dear [Customer Name],

This letter is to formally notify you that we have approved your request for a payment plan regarding your dishonored check dated [Date of Check] in the amount of \$[Original Amount].

The total outstanding balance, including a returned check fee of \$[Fee Amount], is \$[Total Amount]. We have agreed to the following repayment schedule:

- First Payment: \$[Amount] due on [Date]
- Second Payment: \$[Amount] due on [Date]
- Third Payment: \$[Amount] due on [Date]
- Final Payment: \$[Amount] due on [Date]

Please ensure that all payments are made via certified check, money order, or cash. Payments should be delivered to [Office Location/Address].

By following this schedule, you will avoid further collection actions or legal proceedings. Please note that if any of the scheduled payments are missed, the full remaining balance will become due immediately.

If you have any questions regarding this arrangement, please contact us at [Phone Number].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]