

Payment Or Repayment Plan Agreement Letter

Dear [Recipient],

I am writing to propose a payment or repayment plan agreement for the outstanding balance on my account. Due to unforeseen circumstances, I have been unable to make the full payment on my account at this time.

I am willing to pay [amount] per month until the full balance is paid off. The first payment will be made on [date], and subsequent payments will be made on the same day of each month until the balance is paid in full.

I understand that interest may continue to accrue on the outstanding balance until it is paid in full, and I agree to pay any additional interest charges that may apply. I also understand that if I miss a payment, the entire remaining balance may become due immediately.

Please let me know if this proposal is acceptable, or if you would like to discuss other options for resolving the outstanding balance on my account. I am committed to paying off my debt, and I appreciate your willingness to work with me to find a mutually agreeable solution.

Thank you for your time and attention.

Sincerely,

[Your Name]