

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

RE: Confirmation of Debt Settlement Payment Plan  
Account Number: [Account Number]

Dear [Debtor Name],

This letter serves as formal confirmation of the debt settlement payment plan agreement reached on [Date] regarding the outstanding balance on the above-referenced account.

We have agreed to settle the total outstanding debt of \$[Original Amount] for the reduced sum of \$[Settlement Amount]. This agreement is contingent upon the following payment schedule:

- **Down Payment:** \$[Amount] due by [Date]
- **Installment Amount:** \$[Amount] per month
- **Number of Installments:** [Number]
- **Payment Due Date:** [Day] of each month
- **Start Date:** [Date]
- **End Date:** [Date]

Payments should be made via [Payment Method: e.g., Check, Bank Transfer, Online Portal].

Upon receipt and successful processing of the final payment as outlined in this schedule, the debt will be considered settled in full, and you will be released from any further liability regarding this account. Please note that failure to make any payment by the agreed-upon date may void this settlement agreement, and the full original balance may become due immediately.

Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Sincerely,

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

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**Acknowledgment and Acceptance:**

I, [Debtor Name], agree to the terms and conditions of the payment plan described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_