

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Payment Plan Offer for Account #[Account Number]

Dear [Client Name],

Thank you for contacting us regarding your current financial situation. We understand that you are experiencing financial hardship, and we are committed to working with you to resolve your outstanding balance of \$[Total Amount Owed].

Based on our review, we would like to offer you the following payment plan:

- **Initial Down Payment:** \$[Amount] due by [Date]
- **Installment Amount:** \$[Amount] per month
- **Frequency:** Monthly, starting on [Start Date]
- **Number of Installments:** [Number] months
- **Final Payment Date:** [Date]

Terms and Conditions:

- Payments must be received by the [Day] of each month.
- Interest [will / will not] continue to accrue during this period.
- Failure to make a payment may result in the cancellation of this agreement and the full balance becoming due immediately.
- No further late fees will be applied as long as the payment plan is maintained.

To accept this offer, please sign below and return this letter to us by [Deadline Date]. Once received, we will update your account status accordingly.

If you have any questions or if your financial situation changes, please contact us immediately at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Client Acceptance:

I, [Client Name], accept the terms of the payment plan outlined above.

Signature: _____ Date: _____