

# Payment Plan Agreement

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Tenant Address]

Landlord Name: [Insert Landlord Name]

Property Address: [Insert Property Address]

## Subject: Payment Plan for Rent Arrears

Dear [Tenant Name],

We are writing to confirm the payment plan agreement regarding your rent arrears. As of today, your total outstanding rent is [Insert Total Amount Due]. To assist you in managing this situation, we have agreed on the following payment plan:

### Payment Plan Details:

- Total Amount Due: [Insert Total Amount Due]
- Initial Payment: [Insert Initial Payment Amount] due on [Insert Due Date]
- Subsequent Payments: [Insert Amount] due on the [Insert Due Date] of each month for [Insert Duration]
- Final Payment: [Insert Final Payment Amount] due on [Insert Final Due Date]

Please note that timely payments are essential to this agreement. If you have any questions or need to discuss this further, do not hesitate to contact me at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Landlord Name]

[Landlord Contact Information]