

Settlement Repayment Terms Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the settlement repayment terms for the outstanding balance of [Amount Owed] that you owe as of [Insert Date].

Repayment Terms:

- **Total Amount Due:** [Total Amount]
- **Initial Payment:** [Amount] due by [Initial Payment Due Date]
- **Monthly Installments:** [Amount] due by the [Due Day] of each month for [Number of Months]
- **Final Payment Due Date:** [Final Due Date]

Please ensure that each payment is made on time to avoid any late fees or additional charges. If you are unable to meet these terms, please contact me immediately to discuss alternative arrangements.

We appreciate your prompt attention to this matter and look forward to settling your account.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]