

Payment Settlement Agreement

Date: [Insert Date]

From: [Lender's Name]
[Lender's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Borrower's Name]
[Borrower's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Dear [Borrower's Name],

This letter serves as a formal settlement agreement regarding the personal loan issued to you on [Loan Issuance Date] for the amount of [Original Loan Amount]. As of today, the outstanding balance is [Current Outstanding Balance].

After discussions, both parties have agreed to the following terms for payment settlement:

- **Settlement Amount:** [Agreed Settlement Amount]
- **Payment Schedule:** [Details of Payment Schedule]
- **Final Payment Due Date:** [Final Due Date]
- **Payment Method:** [Payment Method]

Upon successful completion of the payment as per the above terms, the outstanding loan amount will be considered fully settled and you will receive a confirmation of settlement.

Please sign below to acknowledge your acceptance of this payment settlement agreement:

Signature of Borrower

Date: _____

Thank you for your cooperation.

Sincerely,

[Lender's Name]
[Lender's Title]
[Company Name]