

Receipt of Payment Plan Offer

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge the receipt of your payment plan offer submitted on [Insert Submission Date]. We appreciate your consideration and willingness to work towards a solution.

The details of your payment plan offer are as follows:

- Payment Amount: [Insert Amount]
- Payment Schedule: [Insert Schedule]
- Start Date: [Insert Start Date]

We will review your offer and respond to you within [Insert Time Frame]. Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]