

Response to Payment Plan Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your recent proposal regarding a payment plan for my account. I appreciate your willingness to work with me during this time.

After reviewing the proposed terms, I am pleased to inform you that I agree to the following payment plan:

- Payment Amount: [Insert Amount]
- Frequency: [Weekly/Bi-weekly/Monthly]
- Start Date: [Insert Start Date]
- Total Duration: [Insert Duration]

Please confirm the details of the plan and let me know if there are any additional documents or information needed to proceed.

Thank you once again for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]